

SUCCESSFUL JOB SEEKER

1234 USA Drive ♦ Anywhere, USA 12345 ♦ 555.555.5555 ♦ construction@construction.com

PROJECT OR CONSTRUCTION MANAGEMENT

~ 10 years of experience managing large-scale, multimillion-dollar construction projects ~

- ✓ Consistently execute construction initiatives on time, under budget, and according to strict codes and quality standards.
- ✓ Expertly lead concept development, scoping, and scheduling as well as manpower and budgeting.
- ✓ Cultivate productive relationships with clients, project resources, and code enforcement personnel.
- ✓ Demonstrate unmatched negotiation and problem-solving expertise, proactively mitigating project conflicts and obstacles.

CORE COMPETENCIES

- | | | |
|---------------------------|---------------------------|----------------------|
| ✓ Construction Management | ✓ Relationship Management | ✓ Workforce Planning |
| ✓ Budget Administration | ✓ Safety Regulations | ✓ Team Leadership |
| ✓ Project Turnaround | ✓ Cost Analysis | ✓ Strategic Planning |
| ✓ Contract Negotiations | ✓ Project Management | ✓ P&L Accountability |

CAREER HISTORY

ARCHITECTURE COMPANY A ♦ Anytown, USA

2010-Present

Leading regional commercial architecture firm with over 30 years of industry expertise.

Architect's Project Representative: Conduct daily on-site inspections of ongoing work to ensure quality and conformity to plans and specifications. Review pay applications, change orders, submittals, test reports, and schedules. Prepare reports for project leaders and USDA.

- ✓ Supported construction of 30,000-square-foot healthcare facility. Ensured compliance with healthcare-specific and state-mandated building codes.

CONSTRUCTION COMPANY A ♦ Anytown, USA

2007-2009

Nationally recognized tilt-up concrete construction company.

Project Manager: Negotiated contracts for materials, labor, services, and equipment. Developed logistical schedules and drafted contracts. Analyzed metrics and budgets to optimize productivity and profitability. Utilized knowledge of relevant codes, statutes, project specifications, and procedures. Key projects included:

\$4.5M High School

Scoped contracts, negotiated material costs, prepared budget, and established schedule.

- ✓ Eliminated \$50K in costs by evaluating subcontractor needs, identifying/eliminating waste, and establishing new value-conscious relationships.
- ✓ Reduced risk by ensuring that materials and components were compliant with most current product safety standards and practices.

\$3.3M National Pharmacy Chain (500,000 square feet)

Managed construction of major warehousing center from beginning to completion.

- ✓ Executed construction project within extremely tight deadline of 14 weeks through design of comprehensive schedule and effective material/human resource utilization.

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CONSTRUCTION COMPANY B ♦ Anytown, USA
\$100M general contractor.

2001-2007

Project Manager: Scoped projects and contracts to develop and orchestrate schedules of up to 40 subcontractors per project. Led projects with as many as 500 individual tasks that billed for approximately \$3M per month. Directed diverse aspects of construction projects, including estimating, scheduling, budgeting, and building client, subcontractor, and city relationships. Headed manpower, equipment, commitment documents, and overall project profitability. Completed projects for major companies such as Bed, Bath and Beyond; Petco; Chili's; Sports Authority; Old Navy; and Rooms To Go. Key projects included:

\$30M Shopping Center (400,000 square feet)

Wrote subcontracts, managed schedule, and coordinated subcontractors to execute rapid construction. Played key role in creating strategic plans, providing constructability guidance for architectural plans, optimizing resources, and ensuring safety.

- ✓ Eliminated hundreds of thousands of dollars in owner costs in building 400,000-square-foot outdoor shopping center through assessing tenant needs, designing accelerated schedule, and optimizing resource utilization.

\$27M Mall (280,000 square feet)

Played pivotal role in project turnaround, including site work, site utilities, and custom sculptural/steel component creation and implementation. Supervised exterior civil, concourse, fountain, and tile work and managed new construction. Headed deployment of artistic pieces.

- ✓ Flew cross-country to evaluate material and manufacturing quality. Coordinated with city officials/agents to ensure compliance and licensure as well as manage utilities.
- ✓ Facilitated turnaround of upscale shopping mall renovation; effectively utilized incentives to ensure efficient project execution.

\$4.5M Department Store (90,000 square feet)

Managed project from first shovel to store opening, including developing schedules/subcontracts, establishing new procedures, coordinating with client, and optimizing resource utilization.

- ✓ Orchestrated company's most profitable project for major department store.
- ✓ Repaired key client relationship by defining new scheduling, documentation, and subcontracting policies, which became baseline standardized procedures for handling all client project logistics.

Career Note: Previously performed as Estimator and Assistant Project Manager at Construction Company C.

EDUCATION AND PROFESSIONAL DEVELOPMENT

Bachelor of Science, Construction Management
University of USA

LEED Accredited Professional

Management Inspector Certification
Florida Department of Environmental Protection