

CLIENT NAME

Address ♦ City, State ♦ Phone Number ♦ Email Address

CONSTRUCTION PROJECT MANAGEMENT

Residential | Commercial

Construction Project Manager with over 7 years experience employing the construction and design process with seamless mastery and a **demonstrated leader** with over 25 years of progressively successful experience in administrative and management positions. Verifiable track record for the successful completion of multi-million dollar contracts through coordinating trades, developing partnerships while building a positive rapport with local officials, development inspectors, vendors and clients. Versed in contract negotiations, project estimating, document preparation, building code and regulations, material purchasing and site management.

AREAS OF EXPERTISE

- ♦ Team Building and Leadership
- ♦ Project Management
- ♦ Quality Control Management
- ♦ Expert in Electrical Systems
- ♦ Permitting and Building Code
- ♦ Construction Planning
- ♦ Construction Scheduling
- ♦ Structural System Expertise
- ♦ Human Resources
- ♦ Contract Negotiations
- ♦ Document Management
- ♦ Payroll and Budget

PROFESSIONAL EXPERIENCE

INTEGRITY TEXAS, Haltom City, TX
Tarrant County Regional Superintendent

2007 - Present

PROJECT MANAGEMENT AND ADMINISTRATIVE ACCOMPLISHMENTS

Consistently complete projects on time and within strict timeline and budget requirements. Responsible for managing personnel, fiscal and material resources required to operate project. Hired, scheduled and supervised sub-contractors while developing and enforcing company policies, procedures and project safety regulations.

Other Accomplishments

- ♦ Manage, synchronize and supervise the work of employees on all construction projects
- ♦ Prioritized work activities and delegate work responsibilities according to skill level, training and other abilities.
- ♦ Responsible for controlling costs of employee and contractor wages as well as materials used during each project.
- ♦ Review blueprints, contracts and specification for each new building project.

CLIENT AND VENDOR RELATIONS

Scheduled client meetings, conducted needs assessments, explained work-order concerns and cost-effective options, planned, estimated, and managed the projects from start to finish.

Other Accomplishments

- ♦ Negotiated cost estimates and maintained great contact and client relationship.
- ♦ Effective use of customer service to educate and answer question and concerns of outside agencies and others.
- ♦ Collaborate with vendors, clients and contractors to ensure successful completion of project.

HUMAN RESOURCES MANAGEMENT AND STAFF DEVELOPMENT

Developed strong employee and sub-contractor productivity rate on each project. Mentored through leadership, respect; communication, professionalism and consideration. Isolated, identified and eliminated work hazards.

Other Accomplishments

- ♦ Allowed employees to provide input into the work process including using experiences to complete task. Reduce turnover by gaining respect and trust through demonstrating cohesion and resolving problems immediately.
- ♦ Established solid, positive and productive work environment by understanding the roles and needs of all team members.
- ♦ Ensure that communication among all staff and contractors flow smoothly, to ensure seamless project completion.
- ♦ Intervene when necessary to resolve project-related disputes.

PROFESSIONAL EXPERIENCE CONT:**KEY PROJECTS AND SELECTED ACCOMPLISHMENTS**

- ◆ University of Texas at Arlington Flooring Contract
- ◆ City of Fort Worth Weatherization Assistance Program
- ◆ City of Fort Worth Housing Economical and Development Emergency Repair Program
- ◆ Cowtown Paint and Preparation Project
- ◆ City of Arlington American Recovery and Reinvestment Act
- ◆ City of Fort Worth American Recovery and Reinvestment Act
- ◆ City of Fort Worth Comprehensive Energy Assistance Program

UNITED STATES NAVY

1987-2007

Emergency Supply Operations Center Leading Chief Petty Officer

Responsibilities included emergency supply operations for the DLA Distribution Depot providing comprehensive physical distribution support to over 70 Navy afloat units and over 100 DOD ashore commands and activities throughout the Western Pacific and Arabian Gulf regions.

COMMAND EMPLOYMENT AND ACHIEVEMENTS

- ◆ Leading Chief Petty Officer
- ◆ Senior Enlisted Advisor
- ◆ Command Duty Officer Certified
- ◆ Secret Clearance Certified
- ◆ Command Fitness Leader
- ◆ NEX DECA Advisory Board
- ◆ Family Advocacy Representative

EDUCATION

- ◆ **Bachelor of Business Administration, Management**, University of Texas Arlington, Arlington, TX (In progress, anticipated graduation date in 2016)
- ◆ **Associate of Arts (Honors)**, Tarrant County College, Tarrant County, TX, 2013

PROFESSIONAL DEVELOPMENT

- ◆ Extensive technical in-service training with emphasis on administrative functions, construction resources and management
- ◆ Texas Department of State Health Services Lead Abatement Supervisor Certification
- ◆ Building Performance Institute (BPI) Certification
- ◆ SECO Texas Residential Compliance Software
- ◆ SECO Texas Commercial Compliance Software
- ◆ SECO Texas Energy Code Update