

<<FIRST NAME LAST NAME>>

<<City, State>> • <<cell number>> • candidate@gmail.com

12+ years' success driving the timely completion of multi-family residential, commercial and ecology projects in both the public and private sectors. Methodical, detail-oriented estimator with a proven track record in the delivery of projects under budget. General Contractor who effectively negotiates pricing and deadlines with contractors and subcontractors.

Construction Project Management
Subcontractor Management
Cost Estimation

Vendor Management
Contract Negotiation
Job Site Inspections

Ecological Project Management
OSHA & HAZMAT
Project Budgeting

KEY PROJECTS

- **\$12MM new construction of the <<City>> Public Safety Complex** that included a police station, fire station, vehicle maintenance building and training tower; completed within 20 months
- **\$50MM new construction of the <<Development>> residential project on <<Name>> Island** that included the east tower, west tower, ocean house, ocean villas and parking garage; completed within 24 months
- **\$13MM new construction of the <<City>> Municipal Complex** that included city hall and police station; completed within 24 months
- **\$1.5MM 3-acre Mangrove Wetland restoration** at <<Name>> Nature Center in <<County>>; delivered on time and significantly under budget (less than 80%)

EXPERIENCE

<<Company Name>>, Inc., <<City, State>>

2009 - 2010

Project Manager/Estimator

Led the delivery of ecological restoration projects at this firm that specialized in wetland construction, habitat restoration and erosion control. Managed the entire project lifecycle that included (1) collection of data, (2) preparation of cost estimates, (3) resource planning, (4) milestone creation, (5) subcontractor management, (6) vendor payment and (7) project closeout.

- Worked with stakeholders to understand goals, define resources and create detailed cost estimates
- Assisted in the layout of the project excavation/restoration areas; assisted with as-built surveys
- Created maintenance of traffic (MOT) plans and storm water pollution prevention plans (SWPPP)
- Ensured accurate payments were dispersed to subcontractors, equipment providers and material suppliers
- Conducted weekly progress meetings to provide updated timelines and implement corrective actions
- Performed routine site inspections to ensure work conformed with contract documents; prepared site inspection reports
- Managed subcontractors, equipment providers and material suppliers
- Adhered to OSHA, HAZMAT, state and federal safety regulations
- Prepared project Applications for Payment

<<Name>> Properties, <<City, State>>

1996 - 2000

Property Manager

Founded, operated and ultimately sold this property management firm that maintained 15 multi-family residential properties with a total of 45 units. Employed a staff of two full-time employees and generated revenues approaching \$300k per year. Directed all business functions, including renovations, legal/contracts, business development and human resources.

- Sourced, vetted and managed contractors who completed renovations to residential properties
- Interviewed, hired, trained and evaluated the performance of two administrative support personnel
- Created and managed the annual operating budget as well as financial statements

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<<Company Name>>, Inc., <<City, State>>

1984 - 1992

Owner's Project Manager

Project Manager/Estimator

Drove the completion of commercial, government and multi-family residential projects that ranged from \$200K to \$50 MM. Led all phases of project management, including the creation of project schedules, milestones/timelines, estimates, contract negotiation, contractor management, funds dispersal, progress reporting and final closeout.

- Delivered 100% of projects on-time and within budget through diligent follow-up and bullet-proof contracts
- Prepared detailed construction cost estimates and monitored contractors to ensure projects remained on schedule
- Ensured technical and financial accuracy of change orders and contractor claims for increases to contract sums or timelines
- Completed daily jobsite inspections to ensure compliance with the contract documents and timelines
- Negotiated with and selected architects, prime contractors and separate contractors
- Critiqued contract documents and followed through with design teams to ensure that all discrepancies as well as omissions were rectified prior to soliciting bids
- Adhered to OSHA, HAZMAT, state and federal safety regulations
- Critiqued/approved prime contractors' and separate contractors' monthly Applications for Payment

<<Company Name>>, Inc., <<City, State>>

1983 - 1984

General Contractor

Project Manager/Estimator

Oversaw commercial projects that ranged between \$200k and \$500k. Produced cost estimates and project schedules. Ensured that projects remained on schedule. Coordinated materials, equipment and subcontractors. Reviewed subcontractor submittals for compliance with contract documents. Performed regular site inspections to ensure compliance with contract documents. Prepared concrete formwork/shoring drawings. Created monthly Applications for Payment. Ensured that accurate payments were disbursed to subcontractors, material suppliers and equipment providers.

COMMUNITY SERVICE

<<Name>> State Parks, <<City, State>>

2008 – 2009, 2012 - 2015

Environmental Resource Specialist

Supervised teams to support natural habitat restoration efforts. Enhanced the local park area through the planting of native vegetation. Used stump, foliar, and basal treatments as well as hack and squirt to eradicate non-native vegetation to help restore the native plant community. Documented daily activities as well as removals. Generated weekly and monthly reports. Achieved the successful removal of non-native plant life as per annual goals.

CERTIFICATIONS

General Contractor, *State of* <<State>> License #<<license number>>

OSHA 40-Hour HAZMAT Certification

State of <<State>> Pesticides Core Examination/Certification

EDUCATION

Bachelor of Science in Building Construction, Cum Laude

University of <<State>>, <<City, State>>