

<<First Name Last Name>>

<<Street Address>>

<<City, State Zip>>

<<email address>>

<<mobile phone number>>

OBJECTIVE:

Cost Estimating and/or Project Management position with contractor engaged in any of the following areas:

- Land clearing, grubbing and earthwork
- Removal of exotic/nuisance vegetation
- Ecological restoration

EXPERIENCE:

2012 - 2015

<<Park Name>> State Park, <<State>>. <<City, State>>
<<Supervisor>>, Park Services Specialist, <<supervisor phone no>>, <<supervisor email>>
Volunteer, environmental resource management

I eradicated exotic/nuisance vegetation by hand pulling, stump treatment, foliar treatment, basal treatment and hack & squirt in uplands and saltwater wetlands.

2009 - 2010

<<Company Name>>, Inc., <<City, State>>; ecological restoration contractor
<<supervisor, phone number>> (no longer in business but can be reached at this number)
Cost Estimator and Project Coordinator

I worked on a \$1,500,000 3 acre mangrove wetland restoration at the <<name>> Nature Center located in <<county, district>>. Some of my responsibilities included:

- Preparation of cost estimate.
- Preparation of FDEP Storm Water Pollution Prevention Plan (SWPPP) and procurement of the associated permit.
- Preparation of Maintenance of Traffic (M.O.T.) Plan.
- Coordination of manpower, equipment, subcontractors and suppliers.
- Led weekly progress meetings with Broward County and the Owner's Environmental Consultant.
- Correspondence with Owner's Environmental Consultant.
- Helped lay-out project.
- Site visitation and preparation of Site Inspection Reports 3 days per week.
- Assisted in preparation of As-Built Survey.
- Assisted in preparation of project payment requisitions.
- Coordinated payments to suppliers, subcontractors and equipment rental companies.

In addition to the above project, I was also responsible for estimating and coordinating a 2 acre cypress wetland restoration within <<county, district>>.

2008 - 2009

<<park name>> State Park, <<city, state>>
<<supervisor, phone number>>.
Volunteer, Environmental Resource Management

I eradicated exotic/nuisance vegetation by hand pulling, stump treatment, foliar treatment, basal treatment and hack & squirt in uplands and saltwater wetlands; helped plant native flora; supervised other volunteers in these operations.

1998 - 1999

<<county>> Waste & Recycling Services, <<state>>, <<city, state>>
<<phone number>>.
Administrative Assistant, Recycling and Household Hazardous Waste

I researched household hazardous waste recycling methods; prepared trash/recycling station user data reports; occasionally helped man trash/recycling stations.

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1997 - 1998 <<Company Name>> Inc., <<city, state>>; ecological restoration contractor
<<supervisor, phone number>>.
Exotic Flora Eradication Technician

As part of the restoration of a remnant sawgrass marsh, I eradicated exotic/nuisance vegetation by hand pulling, stump treatment, basal treatment and foliar treatment.

1984 - 1992 <<Company Name>>, Inc., <<city, state>> construction manager
<<supervisor, phone number>>
Cost Estimator and Project Manager

I prepared construction project schedules and budgetary cost estimates; negotiated with and selected architects, design consultants, prime contractors and separate contractors; critiqued construction contract documents for errors and omissions; critiqued change proposals and change orders for technical and pricing accuracy; deflected or negotiated (if legitimate) contractor claims for increases to the contract sum or contract time; made regular job-site inspections to ensure compliance with the contract documents.

1983 - 1984 <<Company Name>>, Inc., <<city, state>>; general contractor
(no longer in business)
Cost Estimator and Project Manager

1982 - 1983 <<Company Name>>, Inc., <<city, state>>; general contractor
(no longer in business)
Cost Estimator

EDUCATION:

1997 - 1999 << College name>> College; Environmental/Wetland Science; Although I did not complete all of the courses for the A.S. degree, I completed all of the environmental courses, which I did very well in.

1978 - 1982 University of <<State>>; Bachelor of Construction Project Management (graduated with honors).

CERTIFICATIONS:

2010 Passed the <<State>> Pesticides Core Examination.

1998 O.S.H.A. 40 Hour HAZMAT course and certification.

1984 State of <<State>> Certified General Contractor #<<number>>.

REFERENCES:

Available upon request.