

CONSTRUCTION MANAGER

Professional Summary

Motivated Construction Manager highly effective at finding the best methods possible to complete exceptional construction projects. Strong knowledge of building construction and civil engineering principles and concepts. I collaborate successfully with staff and contractors to complete multi-million dollar projects.

Skills

- OSHA Certified
- Excellent customer relations
- Subcontractor management
- Knowledgeable in construction safety
- Best building practices
- Interior and exterior renovation
- Scaffolding
- Commercial construction expert
- Fall Protection Plan (FPP)
- Strong interpersonal skills
- Design experience
- Project scheduling
- Building systems and services
- State Certified Erosion and Sedimentation Control Inspector
- Designed and built custom homes.
- Considered a Subject Matter Expert in all construction trades.
- Held State Certifications in Concrete Field, Asphalt Field, Soils and Aggregate.
- Project scheduling
- State Certified as an Erosion and Sedimentation Control Inspector.
- Held and recertified in Field Concrete Testing, Soils and Aggregate Compaction, Nuclear Gauge Safety and Hot Mix Asphalt field.
- Planned, Designed and built Custom Homes.
- Subject Matter Expert in all construction trades

Work History

Construction Manager 06/2011 to 02/2014

Company Name " City , State

- Perform construction Management and/or construction Inspection duties involving the erection of new structures; the installation of equipment and systems; or the alteration or major repair of existing structures, accomplish studies and design work of complex, conventional nature and, provide technical expertise and guidance to the Contracting/Engineering team during negotiations of individual delivery orders.
- Serve as the Construction Manager at multiple construction sites and is responsible for overseeing the design and construction of projects involving large scale state facilities and infrastructures which involve managing sizable monetary expenditures and rigid time frames for completion.
- Manage Observe and investigates construction at all stages to identify possible problems in contractor's work performance and in delivered materials and equipment and Complete the contractors Performance Evaluation.
- Performs biddability, constructability, and environmental reviews of plans and specifications to determine whether documents are clear and materials are readily available.
- Reviews plans and specifications to determine whether the project will be completely functional.
- Schedule and perform progress meetings and conference with the contractor to resolve differences of opinion.
- Acts as technical representation by interpreting and clarifying drawings and/or sketches, specifications and other proposal documents during the delivery order procurement process.
- Prepares reports reflecting the progress of construction activities, site and weather conditions, and any construction delays or unusual circumstances.
- Reviews and approves contractors' payment estimates against construction progress measurement data, and reports of materials and equipment used against information gathered from field inspections and survey reports.
- Coordinates construction operations with contractors and, where applicable, using agency representatives, and ensures that using agency is informed of construction status.
- Reviewed plans and specs during the schematic design of pre-construction.
- Coordinated utility service providers according to project schedules.
- Obtained building and specialty permits from local jurisdictional agencies.
- Conducted weekly production and operations contractor meetings, which facilitated stronger communication and the ability to resolve critical issues.
- Conducted all critical pre-installation conferences with general contractors, subcontractors, consultants and manufacturer's representatives.
- Worked with construction administration consultants to plan field observations on schedule.
- Digitally archived weekly progress and technical "Knowledge Base" photographs of all assigned projects.
- Prepared and followed through on all required punch lists.
- Oversaw the entire building turnover process, while enhancing communication between all construction management.
- Offered direction to landscape architects on all landscaping projects.
- Conducted routine quality audits to ensure that work was progressing per the specifications and initiated corrective actions.
- Guided and directed third-party inspectors through project construction, commissioning and closeout.
- Implemented systems to improve process efficiency and reduce the project duration.

Construction Manager 04/2003 to 06/2011

Company Name "City , State

- Reviewed plans and specs during the schematic design of pre-construction.
- Coordinated utility service providers according to project schedules.
- Conducted weekly production and operations contractor meetings, which facilitated stronger communication and the ability to resolve critical issues.
- Performed regular job site observations to provide direction for all general contractor personnel.
- Conducted all critical pre-installation conferences with general contractors, subcontractors, consultants and manufacturer's representatives.
- Worked with construction administration consultants to plan field observations on schedule.
- Digitally archived weekly progress and technical "Knowledge Base" photographs of all assigned projects.
- Prepared and followed through on all required punch lists.
- Oversaw the entire building turnover process, while enhancing communication between all construction management.
- Assisted the operations group with warranty service repairs.
- Offered direction to landscape architects on all landscaping projects.
- Provided safety kits to all construction personnel, which complied with safety protocols for the job site.
- Prepared regular interval progress reports.
- Offered technical assistance to service providers.
- Reported the quality of performance on site to all site construction managers.
- Conducted routine quality audits to ensure that work was progressing per the specifications and initiated corrective actions.
- Guided and directed third-party inspectors through project construction, commissioning and closeout.
- Avoided construction delays by efficiently following through with all site inspections in a timely manner.
- Supported construction management in emergency repair and restoration on both oil and natural gas pipeline systems.
- Trained and promoted continued education for all onsite crew members.
- Performed project acceptance inspections.
- Conduct and scheduled training of Construction Inspectors.
- Hire and review the inspection staff and assume all administrative responsibilities.

Education

Certificate of Completion : Transportation Construction Management Institute 2012 Virginia Tech - City , State

- Coursework in Project Management, Construction Management, and Accounting
- Continuing Education in Construction Management.
- Studied the Project Scheduling and Budget.

Accomplishments

- Directed the installation of twin 1500 -gallon septic tank system and corresponding drain field.
- Managed the construction budget of more than \$14 million dollar.
- Received a letter of praise from the Commissioner of Transportation.
- Received an award as the most outstanding student in the industrial arts department.

Skills

agency, delivery, functional, managing, materials, meetings, negotiations, procurement, progress, proposal