

ASSISTANT PROJECT MANAGER

Professional Summary

Confident Assistant Project Manager with demonstrated skills in many applicable construction management fields and stakeholder communication. Highly effective at tackling multiple tasks at once and working with lots of different personalities. Seeking similar position with driven, competitive and established company.

Skills

- Scheduling of meetings
- Client interfacing
- Commercial construction
- Residential construction
- Effective communication
- Construction management
- Team oversight
- Budgeting
- Project estimation and bidding
- Blueprints and schematics
- Good multitasker
- Strong team player
- Knowledgeable in Excel, Word, Power Point, CMiC, ProCore, Bluebeam, P6
- Navigate through Revit, Autocad, Navisworks
- Cost control
- Schedule management

Work History

Assistant Project Manager , 07/2017 to Current
Company Name " City , State

- Mentored and guided associates in approaches designed to exceed expectations of customers and members
- Adapted quickly to changing and competing project demands
- Adjusted project plans to account for dynamic targets, staffing changes and operational specifications
- Supported senior managers and department leaders by completing projects and problem resolution under tight budgets and schedule demands
- Managed cost projections, prepared budgets and cost reports
- Delivered high level of service to clients to both maintain and extend relationship for future business opportunities
- Closely collaborated with project members to identify and quickly address problems
- Review and assist in accurate exposure projections and actively work to reduce / eliminate these exposures
- Managed upwards of 20 trades at different times during current project
- Managed and completed cost reporting, additional sub management, PE management, monthly progress package, schedule updates, etc. during transition periods of two separate project managers leaving current project

Senior Project Engineer , 11/2015 to 07/2017
Company Name " City , State

- Reviewed contractor proposals and sets of drawings prepared by A and E firms to identify missing information, generate questions and align budgets
- Oversaw worksite construction to coordinate with supervisors and guide projects
- Managed projects effectively to deliver finished work on time
- Assisted in estimating, cost analysis, value engineering, material sourcing, etc. to assist Ownership in meeting budgets while still maintaining A&E's design intent
- Helped with coordination of Owner expectation vs. GMP for finish scope to assist Ownership in releasing interiors package for the project
- Went to weekly offsite meetings at Ownership's office to work with Owners, A&E, Developers, Marketing team, etc. to assist in finalization of design to match budget

Project Engineer , 02/2014 to 11/2015
Company Name " City , State

- Evaluated change order requests in response to out-of-scope work activities and developing field conditions
- Performed constructibility reviews consisting of independent, structured assessment of construction bid documents to ensure coordination, eliminate ambiguity and minimize project issues
- Monitored installation of materials and equipment for compliance with drawings and specifications
- Generated change orders for project using estimating CMiC & Bluebeam
- Completed sub prequalification, bid review, post bid interviews, document review to complete accurate and detailed project buyout and GMP
- Wrote RFIs, compiled submittals, posted to record set, permitted documents, submitted for deferred design, etc
- Assisted in project closeout and final change orders for all managed trades

Education

Associate of Science : Construction Management , 10/2013
California Polytechnic State University-San Luis Obispo - City , State
Certifications

OSHA 30 Certified, First Aid Certified, NAHB Green Building Certified

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