

JOHN DOE

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PROJECT MANAGER

Summary: Top-performing professional with solid work ethic and more than 15 years of experience in commercial, residential, hospitality, military, and heavy highway construction. Hold multiple certifications through American Concrete Institute (ACI) and offer track record of success completing projects on time, within budget, and at above-average profitability. Outstanding ability to collaborate with owners, contractors/subcontractors, laborers, suppliers, and other team members. Excellent problem-solving and troubleshooting skills and impeccable attention to detail. Broad understanding of inspection methods, sound mechanical aptitude, and dedication to quality craftsmanship, site safety, and client satisfaction. Working knowledge of Spanish. *Expertise includes:*

Quality Control / Assurance • Budget Administration • Cost/Benefit Analysis • Profit & Loss (P&L) Management
Bidding & Estimation • Process Improvement • Leadership & Teambuilding • Material Planning & Purchasing
Strategic Planning • Regulatory Compliance • Contract Review & Submission • Union & Non-Union Workforces

PROFESSIONAL EXPERIENCE

ABC Company | City, State

2000–2014

Superintendent/Project Manager

Provided project management expertise and leadership abilities for well-respected national general contractor with approximately 500 personnel and annual revenue of \$160M+. Functioned as extension of Operations Manager/General Superintendent and presided over work crews in State totaling as many as 50 employees. Directed up to 6 concurrent projects across the US ranging in size from \$250K to \$49M. Hired, trained, and motivated team members, tracking productivity and enforcing safe work practices. Handled site logistics, budget administration, P&L reporting, RFIs and RFPs, scope and contract review/submission, and change order requests.

- Ranked in top 5% of ABC Company Project Managers, generating average profit of 12% per project over 10-year period (company average was 8% profit).
- Assembled and retained core group of 10 leaders/supervisors and 10 skilled workers that expedited training process for new hires and promoted strict focus on safety, resulting in zero lost time accidents over the course of more than 14 years and 70 projects.
- Planned, coordinated, and executed civil/structural concrete, site development, paving, and structural steel tasks for complex projects, consistently finishing on time and within budget; selected highlights include:
 - **Equipment Shop X**, City, State (\$23M+): Constructed 87K sq. ft. maintenance facility consisting of structural steel, concrete masonry, and exterior finishes including metal wall panels, masonry veneer, standing seam metal roof, and translucent panels; project earned 2012 Large Contract Operation Reward Safety Award from the US Army Corps of Engineers (USACE).
 - **ABC Junior High School**, City, State (\$29M+): Completed 159K sq. ft. school built under Construction Manager at Risk contract that encompassed classrooms, science labs, cafeteria, kitchen, gym, and band hall as well as site facilities such as parking, athletic practice fields, and tennis courts.
 - **ABC Water Treatment Plant**, City, State (\$25M+): Contributed to expansion of existing plant to boost capacity by nearly 70% (40M gallons) including new pump station, well storage structure, and meter vault, utilizing 22K cu. yds. of concrete and 2.3K tons of reinforced steel for extension of sedimentation basin, filter basin, and chemical treatment area.
- Built self-performing department from the ground up specializing in installing access control point (ACP) and non-lethal security/force protection systems; functioned as subcontractor and oversaw pre-construction, estimation, and management duties for more than 60 projects nationwide encompassing military installations, Air Force bases, airports, refineries, and private sector companies such as Google and Lockheed Martin.
- Earned 2006 USACE Lone Star Award for City District in recognition of actions taken during emergency near construction site at Ft. ABC; responded to traffic accident, administered CPR, and assisted paramedics in caring for injured woman involved in collision.

ABC Construction/123 Paving | City, State

1996–2000

Assistant Superintendent/Plant Manager

Originally hired to operate company's first concrete batch plant and subsequently expanded responsibilities to oversee 2 hot mix plants, 2 concrete batch plants, and pre-cast barrier business generating total of approximately \$35M in annual revenue. Reported directly to Owner/CEO and Vice President and led up to 15 employees including Equipment Operators, Foremen, Surveyors, Laborers, Mechanics, Welders, and service personnel. Orchestrated hiring, training, and discipline/termination of staff members. Monitored safety and managed material on hand to accommodate scheduled production needs. Executed repairs and relocations of plants. Additionally supervised utility crews installing water, storm, and sanitary lines in residential subdivisions.

- Reduced plant costs ~3% within first 2 years and increased revenue ~4% by implementing series of improvements including:
 - Researching and procuring new computers/software and batching systems at cost of \$10K that boosted production, lowered emissions, and decreased manpower needed by one position.
 - Selling old machinery and leasing new equipment to enhance efficiency and significantly cut expenses related to upkeep.
- Delivered all projects on time and with positive revenues; accounted for approximately 20% of total company revenue per year.
- Achieved exceptional safety record with zero lost time accidents throughout tenure.

PROFESSIONAL CREDENTIALS & EDUCATION

ACI Certified Flatwork Finisher (2013)

ACI Certified Field Testing Technician (2008)

ACI Certified Concrete Construction Special Inspector (2008)

OSHA 30-hr. Safety Certification (2012)

OSHA Fall Protection Certification (2012)

CPR and First Aid Certification (2011)

Certified Operator of Excavators, Backhoes, RTFL, Boom Lifts, Scissor Lifts, and Profilograph

Coursework completed toward Bachelor's degree in Finance, State University, City, State

COMPUTER SKILLS

Primavera • ProEst • Bluebeam • DWG TrueView • BIM • AutoCAD • Spectra Survey Pro

Trimble/Spectra Data Collector • Leica TS-30 Total Station • Adobe • QuickBooks Pro

MS Office Suite (Excel, Word, Outlook)