

## CONSTRUCTION PROJECT MANAGER

### QUALIFICATIONS PROFILE

Seasoned, multifaceted, performance-focused, and results-oriented professional, offering wide-ranging experience in construction management spanning more than 20 years in developing and implementing innovative project management strategies to ensure successful project completion. Adept at managing daily operations, overseeing crew members, and coordinating all phases of the construction. Armed with solid communication and interpersonal skills in establishing rapport with diverse individuals and expand business networks.

### AREAS OF EXPERTISE

**Project and Operations Management**  
**Budget and Account Supervision**  
**Customer Relationship Building**  
**Strategic Planning and Administration**

**Vendor and Contract Negotiation**  
**Regulatory Compliance and Standards**  
**Problem Solving and Decision Making**  
**Process and Productivity Improvement**

### PROFESSIONAL EXPERIENCE

ABC COMPANY ▪ MCLEAN, VA

**Construction Project Manager**

2015–Present

- Serve as project manager in charge of directing the commercial and residential project development; as well as main point of contact in identifying and resolving complex issues and conflicts within the project team.
- Provide subject matter expertise in managing the project scope, potential crises, and contingency plans.

#### Notable Accomplishments:

- *Led efforts in managing and completing a home renovation project worth \$500K which included reducing 20% of renovation cost, thus bringing additional profit for the company.*
- *Closely supervised and monitored a new commercial building by streamlining the operating budget of the organization that resulted to 15% cost savings and \$50K worth of operating budget.*
- *Drove the attainment of project goals by estimating the resources' and participants' needs as well as identifying project scope, goals, and deliverables.*

DEF COMPANY ▪ ALEXANDRIA, VA

**Construction Manager | Construction Coordinator**

2012–2015

- Presided over everyday site walks and walkout validations; development of statements of work (SOWs), bill of materials (BOM), and pricing authorizations; and delegation of schedules and tasks of contractors.
- Oversaw all facets of cell tower backhaul fiber optic construction projects for a top broadband service provider, which included using Salesforce and other customer proprietary applications to monitor progress.
- Presented all financial outlooks and necessary accrued expenses to customer, and develop budget.
- Handled the coding and approval of all contractors invoicing, completion of QA and QC projects, as well as the development of additional commercial fiber builds.

#### Notable Accomplishments:

- *Spearheaded the conceptualization and successful deployment of the OSP fiber.*
- *Played an instrumental role for the incorporation of 26 cell towers, 5 commercial, and more than 500,000 ft. of fiber to the network.*

# RESUME4DUMMIES

ADDRESS: 4<sup>TH</sup> STREET, ANYPLACE, ANYWHERE 44444 PHONE: 444.444.4444 EMAIL: RESUMESAMPLE@EMAIL.COM

GHI COMPANY ▪ ARLINGTON, VA (2007–2012)

## Project Consultant

2010–2012

- Thoroughly reviewed and assessed information on property values, taxes, zoning, population growth, and traffic volume and provided recommendations on the acquisition of certain properties.
- Performed a wide range of responsibilities, including coordinating renovation projects and supervising contractors, while ensuring adherence to deadlines and financial requirements.

### Notable Accomplishments:

- *Generated return-on-investment of 35% in 2012, thereby bringing major contributions to profit growth.*
- *Accomplished anticipated revenues of real estate investment by conducting detailed analysis of market conditions and documenting performance of residential properties.*

## Construction and Site Supervisor

2007–2010

- Supervised all aspects of daily construction operations.
- Facilitated management-level presentations to all stakeholders.
- Maintained the coordination of multiple vendors under one contract.
- Served as company representative at all designs and construction meetings.
- Administered all telecommunication CM activities for construction project of 310,000-square-foot casino, hotel, and conference center for a 10-month project.

### Notable Accomplishment:

- *Earned promotion to from construction supervisor to project consultant in recognition for industry knowledge and management capabilities.*

## EARLIER CAREER

JKL COMPANY ▪ MCLEAN, VA

### Construction Manager

MNO COMPANY ▪ ARLINGTON, VA

### Project Manager

### Junior Project Manager

## EDUCATION AND CREDENTIALS

### Master of Business Administration, 2015

UNIVERSITY OF PHOENIX ▪ ONLINE

### Bachelor of Science in Business Administration, 2013

MARYMOUNT UNIVERSITY ▪ ARLINGTON, VA

### Project Management Professional (PMP) Certification, *In Progress*

PROJECT MANAGEMENT INSTITUTE ▪ WASHINGTON, DC

## TECHNICAL ACUMEN

Microsoft Office Suite (Excel, Word, and PowerPoint) ▫ QuickBooks Pro

Microsoft Project ▫ Microsoft Visio ▫ Adobe Creative Suite