

HIRED RESUME SERVICE

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CONSTRUCTION PROJECT MANAGER

Experienced, educated, energetic, result-oriented leader with 16+ years of successful experience in facilities and construction management. Provides hands on management and supervision throughout all aspects of the construction and design process. Excels in management of sub-contractors, customer relationships, product development, and building relationships with city inspectors, planners, suppliers, financial institutions and advising all stakeholders. Committed to excellence, quality, details, and profitability.

- Manage Day-to Day Operations
- Ensures OSHA Safety Procedures
- Scheduling Crews / Subcontractors
- Identify & Deliver Resources & Materials
- Quality Assurance Inspections / Site Walks
- Cost to Completion Estimates, P&L
- Project Budget Planning / Bids
- Client Management / Customer Service

EDUCATION | TECHNICAL SKILLS | CERTIFICATIONS

Education: BS in Construction Management, University of MN, Est. Graduation 2018
BA in Liberal Arts, Thomas Edison State University, Trenton, NJ
Civil Engineering, University of Alaska, Anchorage, Alaska (28 credits completed)
AA in Pre-Engineering, Okaloosa Walton Community College, Niceville, FL

Military: Reserve Component Engineer Captains Course, Army Institute
Construction Engineer Supervisor Course, Army Institute
Carpentry and Masonry Specialist Course, Army Institute
The Security Engineering Training Course, U.S. Army Corps of Engineers
Engineer Officer Basic Course, U.S. Army
Quality Verification: General Construction, U.S. Army Corps of Engineers

Technical: Proficient in Microsoft Office Programs, Microsoft Project, Adobe Acrobat Professional, and AutoCAD Accreditations & Certifications

Certifications: LEED Accredited Professional | Registered Safety Officer
OSHA, Training Course-General Industry Safety & Health
OSHA, Safety and Health Training Course-Construction Safety & Health

PROFESSIONAL EXPERIENCE

CORPORATE FACILITIES MANAGER, Name of Corporation, North Mankato, MN **2012 – Present**

Advise company leaders on all facility related questions and concerns. Manage approximately \$10M SF in property across the US with an average yearly maintenance spend of \$5.5M and tenant improvements of \$5M. Supervise 23 employees. Provide project management, supervise technical services, and intercompany trucking logistics. Develop 5 year facilities capital expenditures and yearly budgets. Prepare due diligence and facility assessment reports for possible acquisitions.

- Implemented a CMMS program to track capital and maintenance expenditures for each property.
- Select new properties for lease, develop scopes of work and budgets for tenant improvements, develop and execute RFPs, negotiate final contracts and manage the projects from beginning to end.

FACILITY PLANNER, Minnesota Army National Guard, Camp Ripley, MN

2014 – Present

Research, develop and create cost estimates for projects that are energy efficient and sustainable to decrease utility spend. Develop life cost analysis for future projects relating to sustainability.

- Highly effective advisor to senior leaders on facility related issues such as repair costs, lifecycles cost analysis, and maintenance.

ASSISTANT PROJECT MANAGER, Name of Construction, Phoenix, Arizona

2006 - 2011

Facilitated several roles: Assistant Project Manager (2010 to 2011) Project Superintendent (2008 to 2010) Assistant Project Superintendent (2007 to 2008) and Project Engineer (2006 to 2007.)Managed several projects including high school and middle school construction projects totaling approximately \$30M in revenue and up to 200,000 SF of additions and renovations. Maintained positive relationship with Clients, Architects, Engineers, and other project stakeholders to facilitate pre-construction, construction and post-construction activities. Coordinated with superintendents on a daily basis about project and subcontractor progress.

- Evaluated subcontractor's bids, negotiated and prepared subcontractor agreements.
- Reviewed invoices and payment requests against open contracts, purchase orders and prepared monthly pay applications.
- Directed all field personnel to achieve completion of the project on schedule, within budget, with high quality workmanship that conformed to original plans and specifications.
- Maintained construction paperwork by processing submittals, updated construction drawings with RFIs, ASIs, and PRs and ensured subcontractors had the latest information.

PROJECT MANAGEMENT SPECIALIST, United States Army Corps of Engineers, Baghdad, Iraq

2005- 2006

Managed projects totaling \$201M to rebuild infrastructures in war-torn Iraq. Projects included residential electrical service, police academies and stations, and Iraqi Army training facilities. Oversaw contract performance, budgets, cost estimates, design, plans, construction, and maintenance.

- Communicated daily with architectural and engineering firms, contractors, contract officers, and local Baghdad government officials to ensure compliance with legal and safety requirements.
- Generated Independent Government Estimates to submit to Corps for budget-planning purposes.
- Reported weekly to Corps on status of projects.
- Maintained and updated files and databases containing contracts, plans, blueprints, and weekly reports for contracting officers.

Alaska Army National Guard (Full-Time Position) Fort Richardson, Alaska

2000-2005

Held several positions including Facility Plans and Program Manager (2002-2005) Facilities Management Supervisor (2002) and Civil Engineer Technician (2000-2002.)Oversaw planning and programming for construction projects including buildings and roads, totaling \$11.4M in federal funds and \$7.2M in state funds. Supervised and coordinated design work provided by A/E firms and construction work by general contractors. Led the integration of environmental, energy, security, and communication systems in new buildings and existing-building retrofits.

- Coordinated efforts of contractors and construction companies; state, local, and federal governments.
- Managed two subordinates including hiring, training, day-to-day supervision, and evaluations.
- Developed method for prioritizing planned repair and maintenance projects to improve public safety.
- Evaluated construction plans and designs to ensure compliance with applicable laws and regulations.
- Served as Master Planner for Alaska Army National Guard facilities.