

ROBERT SMITH

Construction Project Manager

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SUMMARY

Construction and Project Management combined. Overseen the design, construction, quality, and safety of thousands of sites and his flexibility allows him to shift schedules around to meet the fast pace, changing demands of the client. James' responsibilities included; identifying scopes of work, material procurement, scheduling construction with client and contractor, providing a daily construction progress report to the client, attending onsite pre and post-construction meetings with landlords, ensuring safety policies are followed on all jobsites, quality inspections per client specifications, closing out building permits, overseeing the submittal of client deliverables, and financially trueing up sites.

CORE COMPETENCIES

Microsoft Office Suite, Microsoft Office Suite, Sharepoint, Microsoft Project, Timberline Accounting, P Vault Accounting Software.

PROFESSIONAL EXPERIENCE

Construction Project Manager ABC Corporation - 2004 – 2007

Key Deliverables:

- Managed costs and risks associated in construction as agent to the Prestonwood Baptist Church for projects across its 1 million + square foot facility and campus.
- Oversaw the development of the scope of work for individual projects to meet the needs of the client and to maintain costs within available funding.
- Successfully delivered each project without exceeding established budgets and on time.
- Coordinated schedules and logistics in consultation with client in order to maintain operation of the facility during construction.
- Reviewed design and construction bid packages, performing value engineering to achieve results at the best price without compromising quality.
- Implemented inspection program for all operations to ensure compliance with the design and contract requirements; and to monitor contractor safety programs.
- Prepared construction progress reports including cost, status, project issues and resolution.

Construction Project Manager ABC Corporation - 1999 – 2004

Key Deliverables:

- Projects included Mills Park Middle School (Cary, NC) - (\$38 million, CM at Risk, New 210,000 s.f.
- Prototype Middle School with 52-acre site development, and sports facilities including track and field events) Construction Manager Project team leader responsible for maintaining