

Residential Construction Manager Resume

FirstName LastName

StreetAddress • City, ST ZipCode, Country • Phone # • Email Address

MANAGER — SALES • RESIDENTIAL CONSTRUCTION

- High energy professional with 15+ years construction management and sales experience. Recognized for superior work ethic and productivity. Good verbal and written communication skills facilitate conveying project requirements and delegating tasks.
- Exceptional organizational and supervisory skills; capable of prioritizing and managing heavy workflow. Detail-oriented and driven to achieve goals. Able to turn around troubled projects to meet challenging goals and objectives.
- Thrive in a team- and results-oriented environment; possess talent to motivate and work with people across a complex organization; promote a commitment to high standards of excellence in customer service.

PROFESSIONAL EMPLOYMENT

Braxton Homes – Richmond, Virginia

PRODUCTION MANAGER, Washington DC Division

2002 – Present

- Conduct customer pre-construction meetings. Stake out house foundations and manage all site work. Schedule and supervise all trade contractors, ensuring compliance with quality control and safety procedures.
- Schedule and conduct pre-settlement walk-through with homeowner to insure customer satisfaction and with inspectors to verify materials and workmanship meet all codes.

Metropolitan Management – New Castle, Pennsylvania

INDEPENDENT SALES / DEVELOPMENT CONSULTANT

2001 – 2002

- Introduce financial products to home builders in 7 states (from Pennsylvania to North Carolina), providing a pathway to needed finances.

Bel Vista Homes – Butler, Pennsylvania

AREA MANAGER of CONSTRUCTION AND SALES (2000 – 2001)

1995 – 2001

- Trained construction and sales staff for mid-sized builder with 17 branches in 4 states. Maintained high level of customer service and satisfaction. Introduced new products.
- Secured qualified vendors and subcontractors; consistently negotiated highly favorable agreements and contracts up to \$300K. Purchased materials and managed inventory, including cost analysis of vendor-supplied items. Reviewed all invoices.
- Dialogued with potential and new property owners. Assessed customer's needs and explained cost and benefits of construction material in relation to these needs.

SALES MANAGER

(1997 – 2000)

- Directed sales cycle from greeting to contract. Helped with bank financing and closing. Member of \$2 million sales club.
- Promoted builder at home builder shows and coordinated open houses at model homes.

MANAGER OF CONSTRUCTION

(1995 – 1997)

- Built homes from stake out to carpet installation. Reviewed plans with customers. Scheduled all phases of work. Ordered materials. Revised plans as conditions indicated. Controlled waste and overages.
- Oversaw construction of over 40 homes in the \$150K range from onsite preparation to completion. Hired and coordinated work schedule of 10 to 22 subcontractors. Interfaced with architects and local and state inspectors.
- Ensured completed work and materials met established specs; reviewed blueprints with contractors and inspected work in progress to confirm compliance. Inspected completed homes for quality assurance and customer satisfaction.

Carlson Homes – Clarion and Sharpsville, Pennsylvania

1992 – 1995