

Carlos Avila

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**Project Engineer**

*HRM Northwest, LLC, Renton WA / July 2009 – June 2012*

* Was responsible for all ordering product and scheduling delivery of products to the job site in a timely matter.
* Improved process by 50% by developing a new excel database for estimators.
* Supervised subcontractor agreements and managed a total of $400,000 in purchasing obligations with suppliers.

**Project Manager**

*Barclay Dean Architectural Products, Woodinville WA / June 2012 – January 2019*

* Senior liaison between General Contractor and Subcontractor for specialties division in commercial construction.
* Coordinated activities of in-house trades and construction staff and outside contractors assigned to projects to ensure compliance to specifications and project completion timetables.
* Maintain $1 million backlog consisting of 30 + consecutive projects with 100% on-time completion.

**Project Manager**

*Woodman Construction Kirkland, WA / January 2019 – October 2019*

* Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers.
* Supported Sr. PM and Superintendent in construction and completion of $6 million new QFC store located in Kirkland, WA.
* Analyzed and processed Change Orders, Request For Information, Architectural Supplemental Information.
* Liaised with developers, contractors, and architects; interfaced with Kroger's project managers and designers. Prepared project status reports for Kroger's project manager and executives.

**Full Time Student**

*Washington Technology University, Bellevue WA / January 2020 – Present*

**EXPERIENCE**

Critical Thinking

Time Management

Handling Pressure

Time Management

Leadership

**Bachelor of Science / Information Security**

Washington Technology University, Bellevue 2000 - 2021

**EDUCATION**

**Bachelor of Arts / Community, Environment & Planning; College of Architect & Urban Planning**

The University of Washington, Seattle 2001 - 2006

Strong Work Ethic

Collaboration.

Problem Solving

**SKILLS**

Bilingual in Spanish with reading, writing, and speaking proficiency. I have 10 years of experience in construction project management and am currently seeking new opportunities in IT. Currently, enrolled at Washington Technology University in pursuit of B.S. in Information Security.

Blueprint Reading Module I, II, II (01/2010 -06/2010)

Awarded by American General Contractors of America

Project + Product Manager Seeking a new Opportunity in IT

**R E S U M E O B J E CT I V E**

**CERTIFICATES**

Certificate in Project Management (06/2018 -06/2019)

Awarded by University of Washington Professional & Continuing Education