

# JORDAN SMITH

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## PROFESSIONAL SUMMARY

Seasoned Construction Project Manager with 12+ years of experience overseeing commercial and residential construction projects from inception to completion. Proven track record of delivering projects on time and under budget while maintaining quality standards and safety protocols. Strong leadership skills with expertise in team management, contract negotiation, and stakeholder communication.

## SKILLS

- **Project Management:** Scheduling, Budgeting, Resource Allocation, Risk Management, Quality Control
- **Technical Knowledge:** Blueprint Reading, Building Codes, Construction Methods, Materials Science
- **Software:** Microsoft Project, Procore, Bluebeam Revu, AutoCAD (basic), PlanGrid
- **Equipment Operation:** Proficient with various construction equipment and machinery
- **Certifications:** OSHA 30-Hour, First Aid/CPR, Licensed General Contractor (CA)
- **Leadership:** Team Management, Subcontractor Coordination, Client Relations

## PROFESSIONAL EXPERIENCE

### SENIOR PROJECT MANAGER

**Bay Area Construction Group**, Oakland, CA

*January 2019 - Present*

- Manage multiple commercial construction projects ranging from \$5M to \$25M in value
- Lead teams of 15-30 construction professionals, subcontractors, and laborers
- Develop and maintain project schedules, ensuring timely completion within budget constraints
- Coordinate with architects, engineers, and building officials on design modifications and permit approvals
- Implement safety protocols that reduced workplace incidents by 45% over three years
- Negotiate with vendors and subcontractors, achieving average cost savings of 12% per project
- Oversee quality control processes to ensure compliance with specifications and building codes

### PROJECT MANAGER

**Western Builders Inc.,** San Ramon, CA

*June 2014 - December 2018*

- Managed residential and light commercial construction projects valued between \$2M and \$8M
- Supervised construction teams of 10-20 workers and coordinated with 15+ subcontractors
- Developed and maintained project schedules, budgets, and resource allocation plans
- Conducted regular site inspections to ensure quality standards and safety compliance
- Managed client relationships and communicated project progress to stakeholders
- Implemented new project management software, improving documentation and communication efficiency by 30%

## **ASSISTANT PROJECT MANAGER**

**Premium Construction Services,** Pleasanton, CA

*March 2011 - May 2014*

- Assisted senior project manager in overseeing residential construction projects
- Coordinated scheduling of subcontractors and material deliveries
- Conducted site inspections and quality control checks
- Maintained project documentation and prepared progress reports
- Processed change orders and managed project modifications
- Helped develop cost estimates for new projects

## **EDUCATION**

### **BS in CONSTRUCTION MANAGEMENT**

**California State University, Sacramento,** Sacramento, CA

*2007 - 2011*

- GPA: 3.6/4.0
- Construction Management Association, Vice President
- Senior Project: "Sustainable Building Practices in Commercial Construction"

## **CERTIFICATIONS & LICENSES**

- California Contractor's License (B - General Building)
- Project Management Professional (PMP)

- LEED Green Associate
- OSHA 30-Hour Safety Certification
- First Aid/CPR Certified

## **NOTABLE PROJECTS**

### **Oakland Tech Hub Office Building**

- \$22M, 65,000 sq ft commercial office building
- Completed 3 weeks ahead of schedule and \$350K under budget
- Achieved LEED Gold certification

### **Bayside Mixed-Use Development**

- \$18M retail and residential complex
- Managed team of 25 direct employees and 20+ subcontractors
- Implemented innovative construction methods reducing build time by 15%

### **Western Regional Medical Center Renovation**

- \$12M medical facility renovation while maintaining partial operations
- Coordinated complex phasing to minimize disruption to medical services
- Implemented strict infection control measures throughout construction

## **PROFESSIONAL AFFILIATIONS**

- Construction Management Association of America (CMAA)
- Associated General Contractors of America (AGC)
- U.S. Green Building Council (USGBC)