

Project Manager

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn:
[linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)
Address: 1737 Marshville Road,
Alabama.

Objective

Dedicated and organized results driven Junior Project Manager with three years of experience managing high value private and public construction contracts. Proficient at working with team members to achieve project goals and maximize company revenue. Skilled at finding solutions to complex problems as they arise to ensure construction progresses with minimal impact to schedule and budget. Excels at sourcing sub-contractors when necessary and ensuring they perform to company standards.

Skills

Project Management, Microsoft Office, Detailed Project Timeline Development, Analytical Problem Solving, Time Manage Multiple Priorities

Work Experience

Project Manager

ABC Corporation - August 2015 - Present

- Ensuring awarded contract work was completed on schedule and under budget.
- Preparing and submitting in-depth construction work plans, job-hazard analyses and quality control/quality assurance inspection and test plans to the general contractor/engineer of record for review and approval.
- Performing daily quality control field inspections on work performed ensuring compliance with project specifications and approved contract drawings.
- Completing daily quality control field reports detailing construction practices used, identifying materials used and providing necessary material documentation/certifications as required.
- Coordinating the inspection and testing of work performed and materials used with outside quality assurance personnel as required by the inspection and test plan and contract requirements.
- Producing and submitting comprehensive construction schedules and updates to the general contractor.
- Coordinating work between multiple trades and sub-contractors to ensure construction activities progressed as scheduled.

Assistant Project Manager

ABC Corporation - August 2014 - August 2015

- Followed multiple projects at different stages of completion, working in conjunction with the senior project manager to ensure projects were completed on time and under budget.
- Oversaw all phases of construction from original proposal acceptance to contract closeout/punch lists with the senior project manager.
- Reviewed contract documentation to ensure that accepted proposals and change orders were accurately documented and billed.
- Responsible for assembling and submitting aia and t&m bills in a timely manner to the general contractor.

- Reviewed sub-contractor payment applications and invoices for accuracy ensuring the amount billed reflected the actual work performed and that it complied with the specifications of the sub-contractor agreement.
- Established a direct line of communication between general contractors, architects, owners representatives, and designers to ensure that fabrication/construction schedules were adhered to and advising if any problems regarding procurement, delivery, fabrication or installation arose.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Bachelor Of Arts in History - 2013 (SUNY Purchase College - Purchase, NY)Executive Certificate in Business Management And Negotiation - 2013(University Of Notre Dame - South Bend, IN)Electronic Publishing - (Hennepin Technical College - Eden Prairie, MN)