

MICHAEL GIGGEY

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HIGHLIGHTS

- Experienced professional leveraging extensive experience in project coordination, contract management, and detailed planning to contribute to efficient operations, while utilizing strong organizational and analytical skills.
- Negotiated contracts with clients, subcontractors, and suppliers, effectively securing favorable agreements that balanced cost, quality, and project timelines.
- Developed and executed detailed project plans that outlined tasks, timelines, and resource allocation, ensuring efficient completion of multiple projects on time and within budget.
- Successfully led and mentored project teams, fostering a collaborative environment that enhanced team performance and contributed to professional development.
- Demonstrated strong problem-solving abilities, quickly identifying, and addressing issues that arose during projects, minimizing delays and ensuring project continuity.
- Eager and open to learning new skills, with a demonstrated ability to quickly adapt to new environments, systems, and processes, ensuring continuous personal and professional growth.
- Extremely focused on the task at hand, Quality over quantity while maintaining steady production.
- Started my Developer/Engineer Journey in 2023.
- My Portfolio is available at michaelgiggey.github.io

COMMUNICATION & INTERPERSONAL SKILLS

- Established strong relationships with clients, subcontractors, and suppliers through clear, open communication, building trust and ensuring smooth collaboration throughout the project lifecycle.
- Provided mentorship and guidance to team members, helping them develop their skills and improve their performance while promoting a positive and productive work environment.
- Worked directly with clients to manage expectations, provide regular updates, and address any concerns or issues, ensuring high levels of client satisfaction.
- Demonstrated strong negotiation skills, effectively managing contracts and agreements to achieve mutually beneficial outcomes for all parties involved.

ORGANIZATIONAL & TECHNICAL SKILLS

- Developed comprehensive project schedules and timelines, effectively managing resources to ensure that all tasks were completed according to deadlines and specifications.

- Skilled in budgeting and cost management, regularly tracking expenses and adjusting plans as needed to ensure projects remained on budget while maintaining quality.
- Organized and maintained project documentation, including contracts, material orders, and progress reports, ensuring all records were up to date and accessible for future reference.
- Utilized strong attention to detail to perform thorough quality checks on completed work, identifying potential issues and ensuring the highest standards of craftsmanship.

EMPLOYMENT EXPERIENCE

Owner/Operator/Installer - Exterior Siding Contractor Slick Exteriors Ltd., Morinville, AB	2007 - 2023
Subcontractor Zeebee's Siding, Edmonton, AB	2007 - 2023
Subcontractor Rom Bros Exteriors, Edmonton, AB	2012 - 2023

EDUCATION

Front End Engineering Professional Certificate	Codecademy
Full Stack Engineering Professional Certificate (In-Progress)	Codecademy
Back-End Engineering Professional Certificate (In-Progress)	Codecademy

References Available Upon Request