

# Steven McCombe

## Project & Operations Manager

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New York, NY 10028

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929-428-5284

## SKILLS

Read and Scale Drawings  
Problem Solving  
Onsite Surveying  
Project & Account Management  
Customer Service  
Networking & Communication  
Organization & Time Management  
Leadership/Mentorship

Building Connected  
Procore  
PlanSwift  
QuickBooks  
Adobe Photoshop  
Wordpress  
Microsoft Office  
Proficiency in Mac & PC

## CERTIFICATES

NYC Site Safety Training 62 Hours  
OSHA 30 Hour  
OSHA 10 Hour  
FDNY F60 Fire Guard  
FDNY G60 Torch Use  
HILTI Adhesive Anchor Certified Install

## EDUCATION

### St Patrick's Grammar School

Downpatrick N.I.  
2003-2008

### The Link Works

Newry, Northern Ireland  
NVQ Level 3 Carpentry  
2008-2011

### Coursera

Online  
Economics of Money & Banking  
Spring 2020

### Flatiron School

Online/New York, NY  
Software Engineering  
2018 – 2020

## SUMMARY

Construction industry professional with 6 years of experience in New York City.

## PROJECT MANAGEMENT EXPERIENCE

### CNS Contracting, Inc., Yonkers, NY (Structural Steel) (March 2018 – Present)

#### *Project and Operations Manager.*

- Manage projects from procurement through to closing
- Ensure conformity of building plans and design layouts while maintaining safe and productive construction sites
- Prepare detailed cost estimates and material takeoffs
- Develop comprehensive work scopes for all projects
- Perform risk assessments to identify hazards or potential lead time setbacks
- Assist project personnel and supervisors in performing their duties and responsibilities, including overseeing workshop fabrication and onsite install workforce
- Track costs and manage spending to ensure profitability on a project-by-project basis
- Review field conditions and report discrepancies
- Manage project submittals and samples

### SNC Contractors, Inc., Yonkers, NY (General Contractor) (September 2015 – March 2018)

#### *Construction Superintendent*

- Supervised construction activities at commercial and residential project sites in the New York City area
- Managed on-site work force of over 25 employees
- Ensured all OSHA regulations were being complied with
- Conducted on-site safety meetings
- Prepared progress reports and issued progress schedules
- Coordinated the activities of subcontractors

### Dromara & Drumgooland Credit Union, Castlewellan, IRE (March 2013-September 2015)

#### *Teller*

- Performed routine financial transactions including deposits, withdrawals, cash advances, loan payments, transfers, and check cashing in an accurate and efficient manner

### Northern Ireland Civil Service, Dundonald, N. IRE (October 2011-March 2013)

- Administrative Assistant for Dept. of Agriculture

### W. J Bell Construction, Belfast, N. IRE (September 2008 - June 2011)

- Completed carpentry apprenticeship