

Project Manager/Construction Manager Project Manager/Construction Manager Fremont, CA  
Authorized to work in the US for any employer Work Experience Project Manager/Construction  
Manager Golden Brick Construction - Fremont, CA March 2018 to Present Develops a  
cost-effective plan and schedule for completion of project following a logical pattern for utilization of  
resources. Minimizes exposure and risk by implementing and audits safety standards and quality  
assurance controls. Coordinates work of subcontractors working on various phases of multiple  
projects. Review architectural and engineering drawings to make sure that all specifications and  
regulations are being followed. Tracks and controls construction schedule and associated costs to  
achieve completion of projects within time and monies allocated. Manages day to day operational  
and tactical aspects of construction projects in a supervisory role Manages day to day client  
interactions and tactical aspects of multiple construction projects. Conducts project meetings.  
Proactively identifies changes in project scope and ensures appropriate measures are taken.

Healthcare/ IT Recruiter Quadrant Inc - Reston, VA August 2016 to January 2018 Participate in  
full-life cycle recruiting activities for our client engagements. Develops a recruitment/marketing  
plan to source and recruit IT and Healthcare applicants. Identifies proactive sourcing strategies  
through utilization of social media sites, niche job boards and nursing specialty boards. Develops  
and maintains relationships with colleges/universities. Tracks source of applicants. Develops  
creative strategies to attract talent. Conducts behavior based interviewing skills and analyzes  
applicants attributes to match the needs within each facility. Assists with onsite interviewing and  
follow up steps to a successful hiring status. Collaborate with Account Managers to develop a  
comprehensive sourcing and recruiting strategies for ongoing staffing of Healthcare requirements  
Identify and evaluate Healthcare professionals for client engagements Manage, document, track  
candidate flow via applicant tracking system Develop and create best practices as they pertain to  
Healthcare and IT recruiting strategies Negotiate and close employment offers with prospective  
candidates Oversee onboarding process for prospective employees from start to finish

Multicultural Executive Host Caesars Entertainment Corporation - Baltimore, MD August 2015 to  
August 2016 Responsible for generating casino revenue through development of VIP accounts

while maximizing existing revenue streams utilizing our active databases and implementing creative marketing programs. Maintains relationships with VIP guests through personal contact by phone and in person with the ultimate goal of maximizing gaming revenue goals as set by the management team. Coordination as needed with VIP Hospitality team to lead to successful delivery of pre-trip itinerary; leveraging partnerships throughout the property (Gaming, Hotel, Food & Beverage, etc.) to maximize smooth, high end service delivery. Handles difficult guests and situations in a calm, professional and prudent manner. Fully complies with all applicable rules, regulations, laws and policies, and conducts themselves with highest levels of integrity and honesty.

Recruitment/Account Manager Grant Associates Inc - New York, NY April 2013 to August 2015 Develop and implement strategic initiatives for recruiting diverse talent in a multi-site organization. Manage full cycle recruiting process to meet the various staffing goals. Develop strong relationships and partner with hiring manager, business leaders, and HR. Actively participate in all staffing related activities and engage in cross function projects. Market staffing and training services to employers in key industries to secure new accounts and job openings. Experience sourcing candidates through multiple channels including sourcing, job boards, cold-calling, referrals and networking. Screen qualified candidates according to the job requirements; refer them to interviews and follow-up with the employer. Expand relationships with existing business customers and market additional services that would benefit them. Proficient with MS Outlook, Excel, PowerPoint, social media, commercial job boards, and applicant tracking databases. Meet monthly placement targets and report on results. Other HR related duties as assigned by the Human Resources Manager.

Player Development Asian Marketing Coordinator Foxwoods Resort Casino July 2011 to July 2012 Attract and retain VIP guests by developing and coordinating special events/ promotions. Responsible for the scheduling and ticketing arrangements of premium patrons for major events. Utilized interpersonal skills to work professionally with patrons and team members. Managed the auditing invoices monthly for the VIP bus programs. Creator and instructor of a new stable training procedure for the expected new hires. Allocated complimentary accommodations based on the evaluations of players' ratings.

Education B.A. in Psychology and Chinese Studies State University

of New York at Albany - Albany, NY May 2011 Skills EXCEL (2 years), OUTLOOK (2 years), POWERPOINT (2 years), MICROSOFT OFFICE (Less than 1 year), MS OFFICE (Less than 1 year)  
Additional Information SKILLS Fluent in Mandarin and Fujianese dialect. Proficient in Microsoft Office (Outlook, Word, PowerPoint, and Excel).

Name: Robert Ross

Email: lewiskelly@example.com

Phone: 8209014944