

Project Manager Project Manager Project Manager - Barry Hayes Construction Idaho Falls, ID
Resourceful Project Manager with several years' experience in management. Recently graduated from Idaho State University with a Bachelor's Degree in Marketing. Looking to further my Administration career. Willing and able to take on new experiences in fast-paced environments. Authorized to work in the US for any employer Work Experience Project Manager Barry Hayes Construction May 2016 to Present Lead Project Administrator on the renovation and expansion of the Idaho State Historical Museum (7.2 million-dollar job) Review architectural drawings Schedule and manage contractor meetings Oversee and instruct BHC employees to follow OSHA safety guidelines Point of contact for owners and subcontractors Review and approve submittals and demolition on all jobs Outline and install temporary fencing Travel throughout east Idaho for BHC job meetings Respond to clients and subcontractors via phone and email Assist Barry Hayes in miscellaneous tasks Accounting & IT Assistant Idaho State University November 2014 to May 2016 Managed accounts payable for the university faculty Managed travel expenses for the university faculty Built, fixed and replaced computers throughout the campus Assisted in the building and marketing of the university's website Assisted in the transfer to paperless records management Answered IT related service calls Education Bachelor of Business and Marketing in Business and Marketing Idaho State University May 2016 Additional Information PROFESSIONAL SKILLS Architectural plan reading Professional customer service Marketing analytics Marketing plan development Detail oriented Written and oral communication Team-management experience Well-organized Marketing research through ISU Schedule management Data entry Experience with building Marketing Book-keeping resumes SOFTWARE KNOWLEDGE Microsoft Office & Word Excel Gmail Outlook Act Banner BDMS Google Ads Qualtrics

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