

Project Manager Project Manager Knoxville, TN Accomplished project manager and estimator of large-scale reconstruction contracts with additional skills in administration, accounting, insurance, HR, IT, and customer service. Work Experience Project Manager Pacific Western Painting and Construction - San Diego, CA February 2019 to Present Present -Manage commercial construction projects ranging from \$300,000-500,000 -Oversee construction superintendents and sub-contractors -Communicate with project superintendents, vendors, clients and office staff -Analyze budget compliance for all project managers -Evaluate needed man power and interview new employees -Manage all technology, computers and company software program (Buildertrend) Estimator/ IT Support Pacific Western Painting and Construction - San Diego, CA October 2017 to February 2019 analyzed and measured blueprint and architectural drawings -Performed on-site takeoffs based on scope of work -Calculated cost estimates and proposals -Recruited subcontractors -Created budgets for project managers, supervisors, and foreman -Attended job walks with client, sales team, materials supplier, and competitors -Managed all technology and computers; transition from Dropbox and Salesforce to Buildertrend Contract Administrator/Accounting and HR Support Pacific Western Painting and Construction February 2016 to October 2017 -Created construction contracts and subcontracts for commercial and property management projects -Managed company and contractor compliance with contract requirements -Processed all insurance documents, General Liability, Workers' Compensation claims and new hire paperwork -Prepared Workers' Compensation and General Liability Annual Audits -Managed accounting program, processed payroll and performed certified payroll reports -Prepared invoices and managed confidential information -Solved technology and computer issues in company office Sales/Customer Service Captured Moment Photography - Carlsbad, CA June 2011 to April 2016 -Managed all aspects of sales for on-site photo booth catering to horse shows -Assisted photographer with photo shoot and photo editing -Maintained website and uploading of all photographs Pacific Western Painting and Construction, Inc - Vista, CA February 2016 to February 2016 Education El Camino High School Oceanside 2010 General Ed & Business Palomar College San Marcos General Ed & Theology Azusa Pacific University Azusa Skills Estimating, Excel,

budget, Scheduling Certifications/Licenses A valid IT Specialist certification Driver's License
Additional Information Skills - Client communications - Self-motivation - Attention to Detail - Time
Management - Microsoft Office - Quickbooks - Google Mail/Drive - Adobe - Blueprint
Reading/Planswift - OSHA 10 Certified - CPR Certified - Buildertrend/Procore

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