

# Robert Martinez

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## EDUCATION

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**University of Colorado Denver**, Denver, CO

Bachelor of Science in Construction Management, GPA: 3.4

May 2021

## WORK EXPERIENCE

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**Assistant Project Manager**

June 2021 – Present

*Summit Construction Group, Denver, CO*

- Oversee commercial construction projects valued \$5M-\$15M including offices and retail centers
- Coordinate subcontractors, suppliers, and 40-60 workers on active job sites
- Develop project schedules using Primavera P6, tracking critical path activities
- Monitor budgets, process change orders, and track costs to maintain financial targets
- Conduct daily inspections to verify quality, safety compliance (OSHA), and specifications
- Chair weekly meetings with clients, architects, engineers, and subcontractors
- Review shop drawings and submittals for accuracy and code compliance
- Prepare monthly progress reports, RFIs, and closeout documentation

**Project Engineer Intern**

May 2020 – August 2020

*Rocky Mountain Builders, Boulder, CO*

- Assisted with documentation and scheduling on \$8M multi-family residential project
- Performed quantity takeoffs and cost estimates using on-screen takeoff software
- Tracked deliveries and inventory to prevent delays on urban job site

## LEADERSHIP EXPERIENCE

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**Safety Committee Chair**

January 2023 – Present

*Summit Construction Group*

- Lead monthly safety meetings developing policies to reduce workplace incidents
- Conduct job hazard analyses and weekly audits across 4 active sites
- Reduced recordable incidents by 35% through enhanced safety protocols

**President**

August 2019 – May 2021

*AGC Student Chapter*

- Led 45-member organization focused on construction management development
- Represented chapter at regional competition, placing 3rd in project management challenge

## SKILLS

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- Project Management: Primavera P6, Microsoft Project, Procore, PlanGrid
- Estimating: On-Screen Takeoff, Sage Estimating, RS Means
- Design Review: AutoCAD, Bluebeam Revu, Revit (basic)
- Microsoft Office Suite, Adobe Acrobat
- OSHA 30-Hour Construction Certification, First Aid/CPR Certified, PMP (in progress)