* Hardworking Assistant Project Manager with over 8 years of commercial construction experience
* Motivated self starter well versed in hospitals, medical buildings, central plants, theatres, pool decks, casinos, hotel towers and parking garages
* Ability to adapt to growth and challenges while working on projects in the ranges of $100,000-$9,000,000,000

##### PROJECT EXPERIENCE:

|  |  |  |  |
| --- | --- | --- | --- |
| **Tutor Saliba Corporation**  Planet Hollywood  Westgate Towers | **Perini Building Company**  Project City Center  Central Plant | Venetian Casino & Resort  The Palazzo  Blue Man Group Theatre | Delmastro & Eells  Kindred Hospital –  Sacramento |
|  | Sinatra Garage  Pelli Tower | Pool Deck  Phantom of the Opera Theatre | United Blood Services  Kindred Hospital – Las  Vegas |
|  |  |  | West Valley Imaging Center  Desert Springs Hospital  University Medical Center |

**EXPERTISE:**

|  |  |  |
| --- | --- | --- |
| Proposals | Bids | Estimating |
| Requests for Quote | Letters of Intent | Letters of Request |
| Letters of Authorization | Notice to Proceed | Contracts |
| Contract Attachments | Insurance Certificates | Pre-Lien |
| Request for Information | Warranty | Cost Coding |
| Application for Payment | Purchase Orders | Certified Payroll |
| Request for Disbursement | Change Orders | Lien Releases |
| Daily Reports | Letters to Owners | OCIP |
| Project List | T & M Tickets | Notice to Owner |
| Project Schedule | Quality Control | LEED Certification |
| Subcontractor Bond | Transmittals | Submittals |
| Preliminary Notices | Safety Audits | Meeting Minutes |
| GMP | Punch Lists | Close-Out Documents |

##### PROFESSIONAL EXPERIENCE:

**TUTOR SALIBA CORPORATION**

Cost Engineer, Las Vegas, Nevada

To provide assistance to the Project Director, Project Manager, Contracts Manager, and Project Superintendent by obtaining necessary documentation in order to track daily project progress. Coordinate with all Field Superintendents and Engineers in order to meet daily, weekly and monthly requirements. Weekly estimating and budgeting in order to forecast expenses for the entirety of the project.

##### PROFESSIONAL EXPERIENCE (continued)

**PERINI BUILDING COMPANY**

Cost Engineer, Las Vegas, Nevada

Provide support to Project Managers as well as Project Engineers to successfully follow the project status and to track

and estimate changes as the projects develop. Work with the Contracts Managers and Contracts Administrators to create

letters of request, letters of intent, contracts, contract attachments and subcontractor change orders. Coordinated with

Field Superintendents and Subcontractors in order to track all of their daily field reports.

**VENETIAN RESORT & CASINO**

Assistant Project Manager, Las Vegas, NV

Provide assistance to the Construction Controller as well as all Project Managers in the Construction Development Department with their daily needs. Daily accounting, change orders, proposals, and organization of filing system.

**DELMASTRO & EELLS, INC.**

Assistant Project Manager, Las Vegas, NV

Worked directly with the Owners, President, Vice President, Project Managers and Field Superintendents in order to assist them with their daily needs in the office as well as in the field. Track and resolve any and all necessary field issues. Distribute plans, checks, request for quotes, and change orders.

##### COMPUTER EXPERIENCE:

|  |  |  |
| --- | --- | --- |
| Timberline | Prolog | Skire |
| Microsoft Excel | Microsoft Word | Microsoft Outlook |
| Microsoft Project | Adobe Illustrator | Adobe Photoshop |
| AS400 |  |  |