

## Professional Summary

Results-driven construction professional with 15+ years of experience in managing large-scale projects, leveraging expertise in construction, project management, and Microsoft Office to drive efficiency and excellence. Proven track record of delivering projects on time, within budget, and to the highest quality standards.

## Professional Experience

### Senior Construction Manager (BC09)

Inazuma.co | January 2018 - Present

### Construction Manager (BC07)

Terra Builders Inc. | June 2015 - December 2017

#### **Key Achievements:**

- Successfully managed the construction of a 30-story residential tower, completing the project 3 months ahead of schedule.
- Implemented a quality control program, resulting in a 25% reduction in defects and a 30% decrease in warranty claims.

#### **Responsibilities:**

- Coordinated with architects, engineers, and contractors to ensure project requirements were met.
- Developed and managed project schedules, budgets, and resource allocation plans.

### Project Coordinator (BC05)

Skyline Developers Ltd. | March 2012 - May 2015

#### **Key Achievements:**

- Assisted in the coordination of a \$200M commercial development project, ensuring all stakeholders were informed and aligned.
- Streamlined the project documentation process, reducing administrative time by 40%.

#### **Responsibilities:**

- Maintained accurate project records and reports.
- Supported the project management team in coordinating site meetings and progress updates.

### Site Supervisor (BC03)

Green Earth Construction | August 2008 - February 2012

**Key Achievements:**

- Effectively supervised a team of 10 site workers, ensuring a safe working environment and adherence to quality standards.
- Identified and resolved site issues promptly, minimizing project delays.

**Responsibilities:**

- Conducted daily site inspections to monitor progress and quality.
- Collaborated with the project manager to develop and implement site-specific plans.

## Education

**Bachelor of Science in Construction Management**

University of California, Los Angeles (UCLA) | June 2008

## Technical Skills

**Construction:**

- Building Codes and Regulations
- Construction Methods and Materials
- Site Management and Supervision

**Project Management:**

- Agile Methodologies
- Project Scheduling (MS Project, Primavera P6)
- Risk Management and Mitigation

**Microsoft Office:**

- Excel (Advanced)
- Word (Intermediate)
- PowerPoint (Intermediate)
- Outlook (Intermediate)