

Professional Summary

Results-driven Construction Management expert with 15+ years of experience in overseeing large-scale projects, leveraging expertise in 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 2020 - Present

Construction Manager (BC07)

TerraBuild Inc. | June 2018 - December 2019

Key Achievements:

- Successfully managed the construction of a 30-story residential complex, completing the project 3 months ahead of schedule.
- Implemented a new project management tool, resulting in a 25% reduction in project timelines.

Responsibilities:

- Oversaw daily construction activities
- Coordinated with architects, engineers, and contractors
- Managed project budgets and timelines

Assistant Project Manager (BC05)

SkyPier Construction Ltd. | March 2015 - May 2018

Key Achievements:

- Assisted in the management of a \$200M commercial development project, ensuring all phases were completed within budget.
- Developed and maintained project schedules, resulting in a 15% increase in productivity.

Responsibilities:

- Assisted in project planning and execution
- Coordinated with subcontractors and suppliers
- Monitored project progress and reported to senior management

Site Supervisor

Green Earth Builders | January 2012 - February 2015

Key Achievements:

- Supervised the construction of several residential projects, consistently meeting quality and safety standards.
- Implemented safety protocols, reducing on-site accidents by 40%.

Responsibilities:

- Supervised site activities and laborers
- Ensured compliance with safety regulations
- Reported to project managers on site progress

Education

Bachelor of Science in Construction Management

University of California, Berkeley | December 2011

Technical Skills

Project Management:

- Agile Methodologies
- Scrum Framework
- Waterfall Approach

Construction Management:

- Building Codes and Regulations
- Construction Scheduling
- Cost Estimation and Budgeting

Microsoft Office:

- Microsoft Project
- Excel
- Word
- PowerPoint