

# Susan Gilbert

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Highly skilled construction superintendent with a private sector background. Construction management skills backed by degrees in project management and construction technology as well as multiple certifications. Experienced with software solutions that are commonly used to assist with construction projects, including Procore, BuilderTREND, and STACK Estimating.

## Education

### MBA in Project Management

University Of Illinois Chicago, IL  
September 2000 - June 2 00 2

### Bachelor's Degree in Construction Technology

Southern Illinois University  
Carbondale, IL  
September 1996 - June 2000

## Key Skills

- ◆ Project management
- Scheduling
- Compliance
- Procore
- BuilderTREND
- STACK Estimating
- JobNimbus

## Certifications

- Project Management Professional, Project Management Institute, 2016
- Certified Construction Manager, Construction Management Association of America, 2013

## Professional Experience

### Project Supervisor

Industrial Steel Gary, IN | March 2013 - Present

- Review blueprints and other job specs pre-construction
- Create and manage project schedules
- Observe job sites and provide direction to construction workers
- Ensure compliance with OSHA as well as local and state safety regulations

### Construction Manager

Maya Construction Group, Chicago, IL | February 2003 - December 2012

- Oversaw the construction of up to 75 homes at a time
- Performed daily work inspections and instructed personnel as needed
- Led weekly meetings with foremen and communicated information to management
- ◆ Over 90% of projects completed under budget