

JORGE A. MORALES

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EDUCATION

Bachelor of Science in Construction Management

University of Houston – Houston, TX MAY. 2018

Minor: Business Administration

GPA: 3.6

ORGANIZATIONS

Associated Builders and Contractors

Member: 2014-Present

Construction Honor Society - Sigma Lambda Chi

Member: 2016-Present

CERTIFACTES

OSHA 30-Hr Construction Safety and Health

Completed: August 2016

American Institute of Constructors

Associate Constructor Certification 2017

SKILLS

- Bilingual:
 - Fluent in English and Spanish.
 - Speak, read, and write English & Spanish.
- Math Skills.
- Problem solver.
- Computer software knowledge:
 - Microsoft Office – Word, Power Point, Excel, Mail.
 - AutoCad.
 - Primavera P6.
- Time management skills.
- Organizational skills.
- Verbal communication and writing skills.

EXPERIENCE

Assistant Project Manager, The Gonzalez Group, Houston, TX 2017 – 2018

- Supervised the overall project's life.
- Coordinated with subcontractors to ensure smooth completion of project.
- Composed RFIs, logs, daily reports, and other files.

Assistant Project Manager, Ramco Industries, Houston, TX 2017 – 2017

- Delivered projects on schedule.
- Analyze blueprints, specs, and other documentation to prepare time, cost materials.
- Oversaw multiple projects simultaneously.

Project Coordinator, R Construction Civil, Houston TX, 2016 - 2017

- Prepared purchase orders, obtained permits required, and other necessary documentation for project.
- Navigated the bid requirements for submitting work proposals.
- Defined, monitored, and maintained accurate budgets throughout the project.

Assistant Operations Manager, PM Construction, Pasadena, TX, 2015 - 2016

- Collaborated with project team and provide all necessary info to ensure efficient execution of the project.
- Tracked cost and schedule throughout the life of the project.
- Ensured projects are delivered according to the scope of the contract.

ACTIVITIES

Give my time to volunteer at Second Baptist Church. Offering my service in all areas where I can use my skills and develop new ones.

Hobbies: reading, backpacking, and painting.