

CESAR FLORES

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OBJECTIVE

Efficient and organized leader with success in coordinating efforts to reach and surpass expectations is looking for a Project Manager/Estimator position.

SKILLS & ABILITIES

Bilingual (fluent Spanish)

Proficient in Microsoft Office, Excel, Project, Word, Mastan, CAD, Reddit

PROFESSIONAL EXPERIENCE

Dates From-To Assistant Project Manager, *Reytec Construction Resources*

Jun 2015 –

- Monitor job mobilization

Present

- Gather and analyze information on necessary items for project execution
- Develop and maintain project budget
- Communicate with clients and company management

Dates From-To Sales Representative, Coastal GA Roofing

January
2012 – Jun
2015

- Duties at Coastal GA Roofing consist on bidding jobs, plan, budget and oversee all aspects of projects.

EDUCATION

Dates From-To 2017 – In progress, 116th St & Broadway, New York, NY 10027, Columbia University, *Construction Project Management Certification*

2012-2014, One Main St, Houston TX 77002, University of Houston-Downtown

Bachelor Degree in Engineering & Technology Structural Design

2010-2012 3100 Main St, Houston TX 77004, Houston Community College

Minor in architecture and Engineering

REFERENCES

- A list of specific project information available upon request