

# TOSSIE SMITH

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## **OBJECTIVE**

Dedicated construction professional with a keen eye for detail and a strong analytical mindset. Seeking a role where I can apply my expertise in verifying quantities, scrutinizing project requirements, and maintaining accurate project documentation. Committed to contributing to strategic planning efforts and delivering high-quality construction estimates.

## **EXPERIENCE**

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### **FTI Properties / Fieldstone Construction - Renovations**

LOS ANGELES, CA

Project Manager

09/19 – 12/23

- Led remodeling projects ensuring adherence to quality and timelines.
- Managed vendor relationships, secured permits, and implemented solutions for efficiency.
- Optimized workplace performance and resource allocation.
- Executed stick framing techniques with precision on new build home constructions, consistently delivering efficient and accurate framing structures that aligned with project specifications and industry standards.
- Managed and executed multi family remodeling projects, ensuring quality and customer satisfaction.
- Reviewed plans and specifications, solicited bids, and selected suitable vendors.
- Secured building permits and ensured compliance with regulations.
- Provided exceptional customer service and optimized workplace efficiency.
- Developed workplace plans to align staffing and allocate resources effectively.

### **CF Kent - Furniture Manufacturer**

SANTA FE SPRING, CA

Project Manager

09/17 – 09/18

- Successfully managed projects adhering to timelines, budgets, and quality standards.
- Conducted vendor contract negotiations and coordinated resources.
- Led change management efforts and ensured compliance with policies.

### **McMurray Stern -Records Management**

SANTA FE SPRING, CA

Product Manager

03/09 – 05/16

- Successfully managed projects adhering to timelines, budgets, and quality standards.
- Conducted vendor contract negotiations and coordinated resources.
- Led change management efforts and ensured compliance with policies.

## CERTIFICATIONS

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PRODUCT GYM	Online
AI-Assisted SQL Certification	2023
Institute of Supply Chain Management (ISCM)	Online
Certified Product Safety Manager (CPSM)	2020
Project Management Institute	Online
Project Management Professional (PMP) Certification	2021

## **SKILLS**

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Project Management  
Operations Management  
Vendor Relationship Management  
Estimating  
Procore  
Quantitative Analysis  
Technical Drawing Interpretation  
Data Analysis and Compilation