



Sample Résumé - Construction Management

Gary A. Construction Manager

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Objective: To obtain a position as a Construction Manager where I can utilize my skills and education

Qualifications

- Five years experience in the Construction Industry
- Associate of Technical Arts, Construction Management
- Reputation for good relations with crews and managers
- Well organized and good at planning
- Experienced with fireproofing, drywall, steel studs, interior/exterior plaster
- Software: Timberline Estimating, MS Project, Word, Excel, PowerPoint, Quicken, Graphics programs and Scanner software.

Education

Edmonds Community College, Lynnwood, WA GPA 3.8
Associate of Technical Arts, Construction Management June 2002
Certificate, Building Inspection June 2002

Courses include:

Materials and Methods, Blueprint Reading, Building Codes, Safety Law and Plan Administration, Project Management, Estimating, Planning and Scheduling, Advanced Computers in Construction, Construction Law

Accomplishments

- Managed ten-person crew during supervisor's two-week vacation, successfully finishing multiple jobs on time.
- Assisted supervisor in preparing accurate cost estimates for projects (using Timberline).
- Organized jobs, meeting deadlines at least 95% of the time.
- Developed computer generated forms that saved company time and liability.
- As safety program manager, wrote site-specific safety plan that was approved and implemented.
- Created operations manual that brought about more efficient management of projects.
- Maintained and repaired all equipment.
- Estimated and scheduled a fire station during construction class.

Work Experience

Utility Man, Quality Construction Co., Seattle, WA 1994-2000