

JOHN H. SMITH

info@greatresumesfast.com | PO Box 1673 | Callahan, FL 32011 | (H): 800-991-5187 | (C): 800-991-5187

SENIOR PROJECT MANAGER | CONSTRUCTION EXECUTIVE | PROJECT CONSULTANT

Manage day-to-day operational aspects of projects and project scope by effectively applying methodologies that enforce project standards and by minimizing exposure and risks on projects. Create and execute project work plans and revise as appropriate to meet changing needs and requirements, including the identification of needed resources and assignment to appropriate personnel. Experience includes the areas of:

- **Project Management** - Proven progression of project management promotions and responsibilities as a result of an excellent performance track record in planning, scheduling, coordinating, and managing activities for hundreds of construction projects with budgets as small as \$130k and as large as \$4M.
- **Project Administration** - Provide project estimates and surveys, and solicit specialty contractor bids to ensure project compliance and completion; conduct quality control inspections intermediately and in the punch list phase of projects; review workloads and set priorities to meet required project schedules and objectives.
- **Project Analysis** - Perform cost comparison analysis of subcontractors vs. self-performance to maintain cost controls; review material/subcontractor invoices for approval; reorganize work schedules and flow to reduce costs and improve efficiency; analyze and ensure construction ability and methodology throughout all phases of the project road map.
- **Project Teamwork** - Effectively supervise, train, and motivate staff, scheduling company employees with contractors and subcontractors; build cooperative teams, staying involved with all staff members to develop and instill a genuine team spirit; mediate conflicts and delegate jobs and authority in accordance with employees' skills and abilities.
- **Project Coordination** - Maintain extensive knowledge of building codes, specifications, and regulations for numerous states; simultaneously manage multiple projects and frequently finish ahead of schedule as a result of effective staff development and motivation and workload planning; demonstrate exceptional abilities in the following key areas:

*Civil Engineering | Budgets & Forecasting | Field & Site Supervision | Quality Control | Estimating & Surveys
Layout & Design | Planning & Coordination | Subcontractor Supervision | Project Management | Project Proposals
Client Presentations | Cost Controls | Contract Negotiations | Material Procurement | Policy & Procedures
Multiple Location Management | Employee Supervision & Training | Meeting Facilitation | Strategic Planning
Goal Setting | Safety Inspections | Blueprint Reading & Analysis | Computer Estimation Software | CPR Certified*

PROFESSIONAL EXPERIENCE

Quality Builders, Inc., Los Angeles, CA

2011 to Present

Construction Quality Solutions, LLC, Los Angeles, CA

2010 to Present

"Provide solutions for Industrial, Commercial, Residential, and Agricultural Maintenance Situations."

Owner/Operator - Oversee all aspects of multiple, ongoing construction, landscaping, and wholesale mulch operations, as well as **Construction Quality Solutions, LLC**, a company that has earned \$2.5M in sales since incorporating by providing products and services to the federal government including computers, furniture, toner cartridges, and energy efficiency upgrades.

- Develop contracts to provide crews for and management of long-term, preventive, janitorial, and grounds maintenance projects or for short-term maintenance personnel when employees take vacations or are sick or injured.
- Provide equipment rebuilds or spare parts inventory maintenance, supply room management, inventory, and procuring and ordering supplies and materials within budgetary guidelines for customers including large and small businesses.
- Conduct site management including environmental reporting, summer and winter preparedness plans, building inspections, perimeter security inspections, rodent trap inspections, and fire suppression system reporting.

Acme Mechanics, Inc., Los Angeles, CA

2007 to 2010

Vice President of Operations - Promoted to review and approve adequate plans for the control of planned outputs, budget spending, labor and material efficiency, engineering effectiveness, customer service, order entry efficiency, and staff utilization.

Professional Experience Continued ...

- Worked closely with Project Managers and Delivery engineers regarding constructability, timing, costs, and quality; reviewed performance against operating plans and standards, providing reports to subordinates on interpretation of results and approving changes in direction of plans.

Southern Mechanical Services, Inc., Boston, MA

Vice President of Field Construction - Took this small company—with 25 employees—and managed growth, increasing the size of the company to 85 employees and implementing a successful safety culture/program.

- Delivered on-site construction quality within budget and scheduled targets against agreed upon performance measures in all key aspects such as safety, environment, cost, schedule, and quality as well as continuous improvement against established performance metrics; drove business improvement initiatives within areas of responsibilities.

Pipeline Alaska, Inc., Vancouver, B.C. Canada**1997 to 2007**

Process Mechanical Division Manager/VP Field Services (2005-2007) - Promoted to work with Business Development on the front end, supervise Project Managers, and report directly to the CEO on all project status'.

- Maintained division budgets, managed 6 office personnel, 12 superintendants, and 225 field employees, meeting weekly with business development to create sales strategies and targets; attended pre-bid, estimated project costs, created proposals, negotiated and finalized contracts.
- Met with Subcontractors to monitor safety programs and compliance of all IPI policies; met with Insurance company representatives to negotiate lower premiums upon implementation of specific training programs.

Senior Project Manager (2001-2004) - Promoted to simultaneously manage multiple projects while supervising all aspects of subcontractors' responsibilities including interviewing, hiring, training, and scheduling of up to 40 employees.

- Managed contracts in all phases, from pre-award to project completion; coordinated projects and managed multiple sites; oversaw the superintendent, field engineers, foremen, and tradesmen while ensuring quality assurance and compliance to all safety, environmental standards, and government regulations.
- Oversaw and managed a multiple regional territory that included Mississippi, Idaho, and Pennsylvania where the managed projects were (50%) specialty contractor projects and (50%) self-performance, ranging from \$1k to \$4M.
- Ordered materials, negotiated subcontracts, sourced manpower, created schedules, negotiated change orders, closed out of projects, walked through with all subcontractors and owners to obtain CO.

Project Manager/Lead Estimator (1998-2001) - Promoted after one year of employment; provided effective and efficient instruction to division staff regarding utilization of estimation software.

- Developed and implemented various programs to enhance safety, efficiencies, and productivity including: Confined Space Training Program and Quarterly Superintendent Safety Training and Management Training.

Project Engineer/Estimator (1997-1998) - Successfully managed small local projects.

- Duties entailed preparing specialty subcontractor bid packages, material procurement for two project managers, reviewing contracts, and preparing action lists for project managers.

PROFESSIONAL DEVELOPMENT

STATE UNIVERSITY OF DALLAS at TEXAS, Dallas, TX - Bachelor of Science in Civil Engineering, 1996

TRAINING:

Engineering In-Training Exam, 1997 | Estimation Inc., Advanced Course, 1997

Confined Space Entry/Rescue Training with Mobile Simulator, 2002, 2001, 2000, 1998

Blood-borne Pathogens, 2002 | CPR Certification, 2002, 2001 | Construction Law Seminar, 2000

TradePower Estimation Version 9.2, 2002 Course | Timberline Precision Estimating Version 2.1 Training Course

AFFILIATIONS:

American Welding Society | American Society of Civil Engineers (ACSE) | Habitat for Humanity, Stanly County

Boy Scouts of America, Eagle Scout

NC General Contractor / North Carolina Renovation Firm (Certified for Lead Renovation Repair and Paint)

U.S. citizen / Extensive international travel / Willing to relocate / Willing to travel

Excellent references available upon request