

Your Name

City, State Abbreviation Zip Code | (123) 456-7890 | email@example.com | LinkedIn | Portfolio

Profile

- Seasoned construction project manager with more than eight years of experience overseeing complex design-build projects on time and on budget. Proven track record for coordinating and supervising multi-disciplinary teams, mitigating potential project risks, managing subcontractors, and ensuring compliance with ever-changing building safety codes.

Education

- Bachelor of Science (B.S.), Project Management | INDIANA UNIVERSITY, Bloomington, IN | August 2012 – May 2016

Certifications

- Project Management Professional (PMP), Project Management Institute (PMI), 2019
- Certified Professional Constructor (CPC), American Institute of Constructors (AIC), 2017

Key Skills

- Budget and scheduling management
- Budgeting software: Procore Technologies and Buildertrend
- Collaboration across multiple disciplines
- Communication
- Knowledge of building safety codes
- Permitting
- Team leadership

Professional Experience

LEAD PROJECT MANAGER | BUILDPRO CONSTRUCTION GROUP, INDIANAPOLIS, IN | OCTOBER 2019 – PRESENT

- Oversees crews of up to 175 workers on commercial building and renovation sites
- Manages an average of 30 projects annually with a diverse client base across industries
- Established a credible database of subcontractors, improving project efficiency by 15%
- Executes strategic budgeting, collaborating with clients and company leadership to reduce materials expenses by 8% in an inflationary environment
- Completes permitting and ensures building code compliance on all projects

SITE SUPERVISOR | PYRAMID CONSTRUCTION INC., CHICAGO, IL | JUNE 2016 – SEPTEMBER 2019

- Purchased supplies and materials, reducing expenses by 6%
- Assisted with scheduling crews and subcontractors
- Communicated with clients, serving as a point person for project updates and reports
- Ensured compliance with federal, state, and local safety regulations