

JM

Location

City, ST 12345

Phone

(123) 456-7890

Email

email@example.com

Website

LinkedIn | portfolio

Key Skills

- Commercial budgeting & forecasting
- Vendor negotiation
- Lean construction methods

Education

State Institute of Technology, City, ST
May 2015
B.S. in Civil Engineering

Jordan Miller

Commercial Construction Project Manager

Seasoned Commercial Project Manager with six years of experience in office and retail developments. Expert in budgeting, vendor negotiations, and multi-million-dollar project delivery. Proven record of delivering five projects over \$10 M ahead of schedule.

Professional Experience

Commercial Project Manager, MetroBuild Group | City, ST
April 2019 - Present

- Lead \$12 M retail center renovation, completing 30 days early and under budget by 5%
- Negotiate vendor contracts, saving \$250 K on materials over two years
- Implement Lean processes on site, reducing waste hours by 20%

Project Engineer, Skyline Commercial | City, ST
January 2016 - March 2019

- Developed structural shop drawings for a 200 K sq-ft office tower, facilitating prefabrication that cut erection time by 10%
- Monitored QCs and OAC meetings, resolving 95% of RFIs within 48 hours
- Coordinated with mechanical and electrical trades to streamline MEP installations

Certifications

- LEED Green Associate, USGBC, March 2020