

JM

# 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.

### 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

## 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