

# SARAH TAYLOR

Carpenter foreman



## CONTACT

- (123) 456-7890
- email@example.com
- LinkedIn
- Atlanta, GA

## KEY SKILLS

- Crew management and scheduling (up to 15 carpenters)
- Project planning, phasing, and timeline management
- Budget oversight and material cost control
- OSHA safety compliance and on-site training
- Blueprint and specification interpretation
- Subcontractor coordination and workflow management
- Quality control inspection and punch list management
- Performance review and crew development
- Conflict resolution and site problem-solving

## CERTIFICATIONS

- OSHA 30-Hour Construction Safety, OSHA, September 2022
- Journeyman Carpenter Certificate, Georgia Department of Labor, March 2018
- First Aid and CPR Certification, American Red Cross, July 2023

## ABOUT ME

Accomplished carpenter foreman with eight years of experience directing crews of up to 15 on complex residential and commercial carpentry projects. Proven track record in crew management, project scheduling, budget oversight, and OSHA compliance training. Skilled at maintaining production quality under tight timelines while reducing material costs and keeping crews safe and productive across multiple concurrent job sites.

## PROFESSIONAL EXPERIENCE

### Carpenter Foreman

Superior Structures, Atlanta, GA | January 2016 - Present

- Led a 12-person carpentry crew across 40+ residential and commercial projects, completing 90% of all tasks ahead of scheduled deadlines while maintaining full quality standards
- Managed material procurement and project budgets totaling \$2M+ annually, reducing costs by 10% through strategic vendor negotiation, bulk purchasing, and waste reduction protocols
- Oversaw OSHA safety compliance across all job sites, conducting weekly toolbox talks and safety audits that resulted in zero lost-time accidents over 8 years of crew leadership
- Developed and implemented project phasing schedules for 10+ concurrent projects, coordinating crew assignments and subcontractor workflows to prevent delays and maintain production flow
- Provided on-site technical training to 8 new crew members per year, reducing onboarding time from 3 weeks to 10 days through structured skills assessments and pairing with senior carpenters
- Conducted daily quality control inspections across all active sites, catching and resolving 30+ punch list items per project before client walk-throughs to maintain a 98% first-inspection pass rate
- Coordinated with 15+ general contractors, architects, and inspectors on concurrent projects, maintaining a reputation for reliable communication and on-schedule delivery

## EDUCATION

### Bachelor of Science (B.S.) in Construction Management

Georgia State University, Atlanta, GA | December 2015

Relevant Coursework: Project Management, Construction Law, Estimating, Safety Management