

NAME

Address
Address
Telephone

EXPERIENCE:

Construction Manager

1988 to present

CONSTRUCTION COMPANY

CITY, STATE

Planned and directed all aspects of \$9M residential development project in City, State. Successful in ensuring smooth progress, meeting or exceeding time and budget constraints, and overcoming a "soft" market.

- Acquired *town building permits*.
- Calculated and finalized *job costs*.
- Located *subcontractors*; negotiated contracts, payment terms and conditions; established work completion dates.
- Selected all *project specifications* including exterior finishes and colors, exterior and interior lighting, interior trim, marble, tile fixtures, cabinet-ry, and landscaping.
- Assumed sole responsibility for *site management* including scheduling, coordinating, and overseeing work of subcontractors.
- Collaborated with bank's *loan officer* and *construction inspector*.
- Oversaw *town inspections*.
- Supported real estate brokers in *sales activities*.

Partner/Construction Manager

1987 to 1988

PROPERTIES

CITY, STATE

Planned and directed development of both a \$1.5M, fifteen unit condominium in City, State and duplex townhouses in City, State. Oversaw all aspects of construction management, scheduling, specifications, sight inspections.

- Acquired *town and state permits*.
- Negotiated *construction loans*.
- Collaborated with *architects, real estate brokers, attorneys*.
- Established rules, regulations, bylaws, and fees for *condo associations*.
- Assumed function of *Property Manager* for multi-family development.
- Personally resolved inquiries and problems for *buyers/owners*.

Property Manager/Construction Manager

1985 to 1987

GROUP

CITY, STATE

Managed a variety of local commercial properties including retail, office, light manufacturing and warehouse space. Directed major rehab to a City, State commercial building, achieving 85% occupancy in five months.

EDUCATION:

Certificates of Completion

1986 to present

UNIVERSITY

GRADUATE SCHOOL OF ARCHITECTURE

CITY, STATE

(Custom House Building, Cost Estimating, Condo Marketing in a Slow Market)

Bachelor of Arts in International Relations

1985

UNIVERSITY

CITY, STATE

MEMBERSHIPS:

National Home Builders Association

Local Home Builders Association

