

# JOHN R. DOE

Weston, FL | 555-555-5555 | John.R.Doe@outlook.com | LinkedIn.com/in/john-r-doe

## SR. PROJECT MANAGER

Highly organized, take-charge project management professional with 16+ years of experience managing and directing operations in the construction industry. Results-oriented, strategic leader with demonstrated success overseeing completion of high-quality multimillion dollar new construction and renovation projects. Highly knowledgeable of building systems, design/construction techniques, building code, contract administration/negotiation, and financial management.

- ◆ Bi-lingual English/Spanish proficiency with excellent communication skills to effectively manage projects, resources, and high-performing teams while building and maintaining relationships with strong people management and ethical leadership skills.
- ◆ Makes sound and well-informed decisions while perceiving impact and implications of decisions; skilled in developing strategic action plans while increasing performance through employee motivation and adapting plans to meet target objectives.

## CORE COMPETENCIES

Project/Site Management | Decisive Judgment | Cost Estimation | Contract Negotiations | Strategic Planning | Safety Compliance  
Maintenance Program Development | Project Planning/Execution | Quality Assurance/Control | Purchasing/Procurement  
Vendor/Subcontractor Management | Process Improvement | Team Building/Leadership | Training/Critical Thinking

## PROFESSIONAL EXPERIENCE

**ANY COMPANY CONTROLS** | Miami, FL

Jun 2015 – Present

### Sr. Project Manager

Manage construction projects throughout project lifecycle through occupancy, including new installation, replacement and upgrades of fire alarm systems, access control systems, and fire sprinkler systems in commercial, educational, healthcare and industrial facilities. Manage compliance with published codes, standards, and unique project specifications and departmental procedures while conveying professionalism, fairness, and concern for customers, labor and management.

- ◆ Supervise work activities of project team, installation contractors, in-house team of engineers, and technicians to ensure quality and conformance to specifications or budgets while managing communications, operations, logistics, and compliance.
- ◆ Direct all facets of project management (e.g., budget, schedule, procurement, quality) of construction projects including design, planning, phasing, construction, and commissioning.
- ◆ Generate electrical subcontractor's project scope of work, review and award contracts to reliable subcontractors, schedule and coordinate project tasks with end customers, general contractors, and in-house technicians.
- ◆ Provide sales support for bids regarding project scope, value engineering, and strategy to evaluate accuracy of sales estimates and job layouts including site surveys, vendor selection, progress meeting, negotiations, project close-out, and warranty issues.
- ◆ Review contract documents and verify field constructability conditions in existing buildings; meet with facility managers and end users to understand needs while determining compliance with applicable codes and construction impact mitigation controls.
- ◆ Identify changes in project scope, perform associated cost estimates, prepare proposals, and negotiate final settlement price and customer acceptance through change orders, preparing schedule of values and AIA invoicing, preparing cost and revenue forecasts, reviewing subcontractor's change order request, and ensuring all work is performed in compliance with state, local, and federal legal requirements.

### Key Projects

- ◆ River Landing, Miami, FL: New Construction Apartment Towers and Retail, Fire Sprinkler System (\$5.5M)
- ◆ VA Hospital, Miami, FL: Renovation, Fire Alarm System (\$3.3M)
- ◆ Holy Cross Hospital, Fort Lauderdale, FL: Renovation, Fire Alarm System (\$1.3M)
- ◆ Hyatt Hotel / Alhambra Office Towers, Coral Gables, FL: Renovation, Fire Alarm System (\$1.1M)
- ◆ Riva Condominium, Fort Lauderdale, FL: New Construction Condo, Fire Sprinkler System (\$1.3M)
- ◆ University Hospital, Plantation, FL: Renovation, Fire Alarm System (\$531K)

**ANY COMPANY NORTH AMERICA | Project Manager | Miami, FL**

Nov 2007 – Jun 2015

Led and oversaw in-house project team of designers, engineers, production crew, and field installation technicians of curtain wall and glazing in high-rise building construction projects, including managing budgets, contractor selection, and bid processes. Responsible for developing/maintaining contractor relationships to support bid solicitation, review, and award of contracts.

- ◆ Allocated project resources and budgets in the \$5M to \$14M range through cost-effectively managing subcontractors, suppliers, and labor force.
- ◆ Collaborated with client's team, project manager, architects, engineers, consultants to ascertain contract time, cost and quality objectives, and organize project resources accordingly.
- ◆ Developed, tracked, updated, and reported project budgets, cost forecasts, contract schedule of values, and payment requisitions, ensuring accurate project cash flow and timely payments for design, engineering, mockups, production, and installation activities.
- ◆ Analyzed and interpreted project contract documents; researched, substantiated, presented, and reported contract scope changes to general contractors and owner's representatives.

**Key Projects**

- ◆ Memorial Sloan Kettering Cancer Center, New York, NY: 10-story Laboratory and Office Building (\$9M)
- ◆ Association of American Medical Colleges Headquarters, Washington, DC: 12-story Retail and Office Building (\$8M)
- ◆ Poff Federal Building Courthouse, Roanoke, VA: 14-story Government Office Building Renovation (\$6M)
- ◆ Station Place 3, Washington, DC: 10-story Office Building (\$14M)

**RC ALUMINUM INDUSTRIES | Project Manager | Miami, FL**

Jun 2005 – Nov 2007

Held full responsibility for successful planning, execution, monitoring, control, and commissioning of multiple curtainwall and glazing projects, including overseeing and managing project life cycles from contract award through engineering design, manufacturing, and installation at the job site.

- ◆ Negotiated and worked closely with architects, consultants, engineers, general contractors, and subcontractors, including conducting project planning and execution meetings.
- ◆ Prepared and updated project budgets, progress status reports, and billings while ensuring positive cash flow through all project life cycles; identified necessary resources, assigned individual responsibilities, and set goals/milestones for project teams.
- ◆ Developed proposals and work scopes reflecting understanding of client needs and conveyed budgets and cost estimates while establishing and managing client relationships.

**Key Projects**

- ◆ Fontainebleau Resort, Miami Beach, FL: 18-story Hotel (\$4M)
- ◆ Trump Hollywood, Hollywood Beach, FL: 41-story residential Building (\$6M)
- ◆ The Loft Downtown, Miami, FL: 35-story retail and residential Tower (\$3M)
- ◆ Sonata Beach Club, Pompano Beach, FL: 17-story Multi-family Tower (\$2M)
- ◆ Onyx on the Bay, Miami, FL: 27-story Multi-family Tower (\$3M)

---

**EDUCATION & CERTIFICATION**

---

**Master of Business Administration (MBA)**

University of Miami School of Business, Coral Gables, FL

**Bachelor of Science, Mechanical Engineering (BSME)**

Universidad del Norte, Barranquilla, Colombia

**Project Management Professional Certificate (PMP)**

Universidad del Norte, Barranquilla, Colombia

---

**TECHNICAL SKILLS**

---

AutoCAD, Microsoft Office Word, Excel, MS Project, and Power Point, OSHA 30 Certified  
Computer Construction Management Proficiency: Procore, Plangrid, Constructware