

## Construction Management Skillsets

### Managerial

#### Pre-Construction

- Interpret all discipline of drawings and specifications to transfer information into contractual documents
- Lead major design meetings and page turns with Design Team members and stake holders to achieve constructable 100% CD details
- Consult with a network of Trades, Architects, Engineers, and Construction Managers to get outside knowledge on challenges my projects face
- Work with estimators and schedulers to create contractual budgets and project schedules
- Reporter like visits to case studies, existing conditions, and manufacturers to understand, document, and report on information to mitigate risk
- Conception to Award of Bid Packages: Including writing scopes, creating supplemental documents, reviewing pricing and perform internal take offs, negotiations, and creation of contract documents

#### Lead Project Manager

- Lead & Senior Responsibilities as a Project Manager and Project Engineer to be the point of contact and leader of a construction team
- Produces creative tracking documents, visuals, and client tailored supplements that provide the right level of information for budgets, schedules, quality, and safety
- Sets quality control standards for submission, review, and achieving the required responses including setting up meetings for any unknowns regarding RFI's and submittals
- Create, forecast for the life of the project, and present on cashflow funding requirements per month
- Served and continues to serve in a hybrid role that involves PM administrative responsibilities and Superintendent field management
- Spear-heading technical challenge exercises in my previous projects has given me a wealth of understanding with construction details and experience regarding how decisions and changes may affect the project "bigger picture"
- Holds all people involved in the project accountable including myself. Is toughminded yet respectful when dealing with others to prevent project parameters from straying.
- In a Lead position, I create a sense of camaraderie with the immediate project team including bearing the responsibility of any construction team created mishaps

#### General Skills

- Experience in closing out packages facing substantial challenges with change orders and work to complete
- Unique and charismatic presentation skills
- Roles as a PE and PM contained some level of my responsibilities involving Superintendent style tasks. I have also served as a full Superintendent for a portion of time on most previous projects.

### Program Proficiencies

- Procore: Project creation, information population, RFI & submittal management, drawing management, daily logs, inspections and punch lists. Schedule and financial tools preference is to manage these using other programs.
- e-Builder: Project creation, information population, RFI & submittal management, drawing management, financial and change management
- Bluebeam: All tools of the program including creating documents to serve as detailed or high-level supplements
- CMIC: Project creation to full cost management and closure of financial information, change orders, and contracts
- Autodesk BIM 360: Punchlist management
- Autodesk Revit and Navisworks: Model and drawing navigation, minor CAD changes, BIM coordination with basic clash detection
- All Microsoft Suite Programs
- Microsoft Project (Microsoft Planner): Project scheduling tool
- Primavera P6: Familiar with directing changes and program operation but will require a refresher course on navigation