




# CHARLIZE ANDALUCIA

## RESIDENTIAL CONSTRUCTION PROJECT MANAGER

### CONTACT


Charli@email.com 

(123) 456-7890 

Houston, TX 

[LinkedIn](#) 

[Twitter](#) 

[Github](#) 

### EDUCATION

Bachelor of Science  
Business Administration  
Texas A&M University  
2007 - 2011  
College Station, TX

### SKILLS

Site Safety  
Teamwork  
Production Processes  
Negotiation  
Sage 300CRE

### WORK EXPERIENCE

#### Residential Construction Project Manager

FORMA Construction

2017 - current / Houston, TX

- Completed pre-construction estimates for material, labor, equipment, and subcontractors, with 78% of bids accepted
- Built and maintained a trusted base of suppliers and subcontractors, **decreasing vendor list by 17%**
- Traveled 20% of the time to inspect site development, communicate with crews, and rectify issues to keep projects progressing on time and within budget
- Managed portfolios using Sage300CRE, relying on software for reports and collaboration with cross-functional teams

#### Construction Project Manager

Russell Tobin

2013 - 2017 / Houston, TX

- Managed 3-6 projects at a time and coordinated 100% of internal information from initiation to delivery within the infrastructure delivery and buildout program
- Negotiated with and scheduled work and meetings for IT staff, internal stakeholders, and external vendors, resulting in **95% of jobs being completed within budget and on time**
- Developed project plans and managed implementation processes, including resource allocation, progress tracking, and testing
- Acquired licenses and permits for buildings and work crews

#### Assistant Construction Project Manager

Hudson Pacific Properties

2011 - 2013 / Houston, TX

- Managed portfolio of 12 projects from initial budgeting through closeout and led the team and general contractor to completion
- Reviewed architectural, MEP, and other drawings submitted for landlord and tenant build projects
- Analyzed budget and cash flow reports for each project, saving \$4.5M and maintaining the integrity of constructions