

CHARLIZE ANDALUCIA

*Residential
Construction Project
Manager*

✉ Charli@email.com

☎ (123) 456-7890

📍 Houston, TX

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EDUCATION

Bachelor of Science
Business Administration
Texas A&M University

📅 2007 - 2011

📍 College Station, TX

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
- Collaborated with a team of 6 to review and manage contracts, orders, invoices, and purchase orders

SKILLS

- Site Safety
- Teamwork
- Production Processes
- Negotiation
- Sage 300CRE