

# ROBERT STEVENS

555 Any Street  
City, State 55555

555-555-5555  
name@email.com

## DIRECTOR OF CONSTRUCTION / PROJECT MANAGER RESIDENTIAL & COMMERCIAL CONSTRUCTION

*Design / Build ~ Cost Analysis / Estimating ~ Business Development / Relationship Management*

Results-driven, financially-astute construction management professional with 15+ years' experience providing strategic direction and tactical support for million dollar plus residential and commercial construction projects. Proven success defining, managing, and completing complex projects on-time and within budget. Skillful leader with a participative and hands-on style and excellent motivational skills. Superior communication and interpersonal skills with extensive experience interacting with executives, clients, owners, contractors, and staff. Foster an environment of quality, integrity, innovation, and teamwork. Technically proficient in MS Office, MS Project, Timberline, Corecon, QuickBooks Pro, and AutoCAD applications. Additional competencies include:

- P&L Management
- Buyout Projections
- Contract Negotiations
- Contract Administration
- Pre-Construction Services
- Change Order Management
- Compliance / QA
- Value Engineering
- Takeoffs / Scope-of-Work

## CERTIFICATIONS & AFFILIATIONS

*Certified, Project Management Professional (PMP) – anticipated Summer 2005*

*Member, Project Management Institute (PMI)*

## SELECT RECENT PROJECTS

### INDUSTRIAL / RETAIL

\$1,053,895 / 18,480 sq.ft. – *United Rental* – Office / Showroom / Shop

\$630,000 / 12,000 sq.ft. – *Tradye Machine & Tool* – Office / Shop

### GOVERNMENT / MUNICIPAL

\$1,049,907 / 12,256 sq.ft. – *OANG Hangar at Rickenbacker* – C-26 Hangar

\$303,450 / 15,000 sq. ft. – *OANG Warehouse* – Cold Storage Facility

### WAREHOUSE / RELIGIOUS

\$554,400 / 16,600 sq.ft. – *Hiram Richardson* – Shell for Multi-Tenant Facility

\$218,950 / 3,888 sq.ft. – *Dayspring Chapel* – Worship Facility

### RESIDENTIAL

\$350,000 / 5,000 sq.ft. – *Mr. & Mrs. Morisett* – Upscale Residence

## PROFESSIONAL EXPERIENCE & ACCOMPLISHMENTS

ABC BUILDING SYSTEMS, INC., Columbus, Ohio

2001 – Present

### *Senior Project Manager / Chief Estimator*

- Manage million dollar plus construction projects from concept to execution including developing schedules, overseeing subcontractors, and ensuring the achievement of deliverables on-time and within budget.
- Secure new business by identifying emerging opportunities, preparing effective presentations, negotiating competitive agreements, and closing commercial design / build jobs.
- Prepare estimates, review and maintain budget data, qualify subcontractors, and hold full accountability for achieving P&L, pricing, performance, and quality goals.

<b>PROFESSIONAL EXPERIENCE &amp; ACCOMPLISHMENTS (Continued)</b>
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## ABC BUILDING SYSTEMS, INC. (CONTINUED)

- Hold responsibility for managing up to three projects concurrently, facilitating communications with architects and engineers, and overseeing project superintendents.
- Guide organization in compliance with building codes, zoning, and EPA regulations.

Key Accomplishments

- Exceeded performance objectives by increasing sales by 30%, achieving a 100% customer satisfaction rating, completing all estimates on time and consistently under budget, and dramatically improving processes.
- Evaluated existing systems, identified gaps and redundancies, and implemented new estimating and project management applications and practices to streamline functions and improve productivity.

## THE PETER GROUP, INC., Nashville, Tennessee

2000 – 2001

**Project Manager / Chief Estimator**

- Charged with estimating and managing projects focusing on tenant build-out work, and communicating with contractors concerning project cost, staffing, and scheduling.
- Accountable for on-time and on-budget completion of million dollar construction projects.
- Managed financial and administrative affairs including contracts, subcontracts, and purchase orders.

## THE STEVENS COMPANY, INC., Nashville, Tennessee

1997 – 2000

**Owner / Senior Project Manager**

- Launched and built a well respected design / build construction business as a licensed general contractor.
- Designed and built high-end custom homes and performed residential and commercial remodel projects.
- Established a solid operating infrastructure, implemented best practices, and defined performance goals.
- Oversaw scheduling, quality, cost control, and safety and drove on-time within budget completion.
- Directed short and long-term planning, business development, operations, and insurance issues.

## OHIO BUILDERS, Chattanooga, Tennessee

1994 – 2000

**Project Manager / Chief Estimator**

- Grew sole proprietorship to 28 employees and 4 crews specializing in framing and trim work for upscale 5,000+ square foot custom homes ranging in cost from \$300,000 to over \$2 million.

Key Accomplishments

- Won *Parade of Homes* for two consecutive years in part through attentive management of foremen, a focus on craftsmanship, and adherence to strict quality control measures.

## XYZ BUILDING SYSTEMS, INC., Plain City, Ohio

1987 – 1994

**Lead Foreman / Supervisor / Carpenter**

- Fast-track promoted and named lead carpenter within three years, gaining hands-on experience in carpentry, framing, and trim work.

<b>EDUCATION</b>
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## DEVRY UNIVERSITY, Columbus, Ohio

**Bachelors Degree in Business Administration / Project Management** – anticipated Spring 2006

## TOLLES TECHNICAL CENTER, Plain City, Ohio

**Vocational Certificate in Drafting & Design**, 1988

<b>EXCELLENT REFERENCES AVAILABLE UPON REQUEST</b>
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