

EXECUTIVE SUMMARY

A **construction and maintenance leader** with 20 years of experience in project planning, supervision, and execution. A personable multi-trade specialist who excels at working with clients, laborers, subcontractors, municipalities, and vendors and managing new construction, custom installations, and maintenance projects.

FUNCTIONAL EXPERTISE

- **Project Planning and Estimating**
- **Multi-trade Construction & Management**
- **Supervision and Safety Operations**
- **Working with Vendors and Clients**
- **Maintenance and Repair Management**
- **Monitoring Permits and Applications**

FUNCTIONAL EXPERTISE DEMONSTRATED

HOMES UNLIMITED

December 2010 – Present

A residential construction and renovation company in San Francisco with 5 employees and ~\$500,000 in annual revenues that plans and manages ~25 renovation and rehab projects annually.

Owner

Successfully manages client relationships, billing, and permitting, and contributes to project completion.

- **Project Planning and Estimating:** Oversees estimating, drafting and submitting ~12 bids/month by working with clients to assess structural and aesthetic needs, calculating labor costs, supply costs, and other costs, and charting out project timelines.
- **Multi-trade Construction & Management:** Coordinates multiple projects (ranging from \$80k - \$2k/project) and contributes projects as needed with hands-on electrical, plumbing, and carpentry work. E.g. successfully planned, staffed, and managed a \$62,000 custom kitchen installation in 2015.
- **Supervision and Safety Management:** Leads up to 12 laborers on 3 projects simultaneously, overseeing safety management, addressing attendance issues, and ensuring quality control as needed.
- **Maintenance and Repair Management:** Regularly addresses structural and interior maintenance issues (e.g. plumbing issues, foundation injections, power issues), servicing ~5 properties/mo. as needed.
- **Monitoring Permits and Applications:** Liaises with clients, municipalities, and building inspectors on framing, electrical, plumbing, and final inspection issues. Regularly pulls permits, registers contractor license numbers, and bills administrative costs to projects to assure compliance.

GREAT WALLS REMODELING

January 2005 – December 2010

A commercial and residential construction company in San Francisco with 5 teams that complete ~70 rehab and custom installation projects ranging from \$180,000 - \$5,000 per project.

Foreman

Oversees a team of 18 laborers, plumbers, carpenters, and electricians and liaises with clients and vendors.

- **Project Planning and Estimating:** Coordinates ~12 initial site visits with clients/mo. to discuss design ideas, structural and aesthetic requirements, planning, and cost implications. Communicates with architects and subcontractors to make accurate bids (+/- \$1,000 bid vs. actual).
- **Working with Vendors and Clients:** Maintains relationships with major clients (e.g. Home Depot, Kitchen and Home Creations, KMA) and general contractors through timely communication of pricing information, progress updates, and change order notifications as needed.

- **Multi-trade Construction & Management:** Contributes hands-on electrical, plumbing, and carpentry work as needed, assuring quality metrics are met and “fine tuning” prior to final walkthroughs with clients and building inspectors.

OTHER RELEVANT INFORMATION

Additional Languages: German (Bilingual Fluency)

Computer skills: MS Word (Advanced), Excel (Intermediate), Outlook (Intermediate), PowerPoint (Beginner)

Volunteerism: *Alamo Park Youth Association*—Youth Baseball Coach

Alamo Park District—Youth Soccer Assistant Coach