

Jordan Power

constructionmanagement@ecu.com

Home 252-123-5678

Home Address

1403 ECU Lane
Greenville, NC 27858

OBJECTIVE

A full-time position as an Assistant Project Superintendent for a commercial construction firm where I can use my skills in planning, estimating, and materials management.

SELF-DESCRIPTION

An experienced professional, with two years of construction management experience and a demonstrated ability to select, train and retain self-motivated employees. I offer you a solid understanding of managing employees in a multi-tasking environment, strong written and oral communication skills, experience in developing and implementing quality control programs, budget estimates, cost tracking reports, and a strong interest in planning, organizing, and directing construction activities.

EDUCATION

Bachelor of Science, Construction Management, East Carolina University, May 2006

Minor " Business Administration

GPA 3.5/4.0

SELECTED COURSEWORK

Construction Techniques, Construction Materials, AutoCAD Design, Physics, Trigonometry, Estimating, Surveying, Project Planning and Scheduling, Contracts and Specifications, Architectural Plans and Analysis, and Structural Analysis.

ADDITIONAL TRAINING

Wake Technical Community College, Raleigh, North Carolina

• Rough Carpentry

• Residential Contractor's Exam Preparation

WORK EXPERIENCE

AMERICA'S HOME PLACE Raleigh, NC

May-August 2004

Construction Superintendent

- Completed Superintendent Training Program
- Negotiated subcontractor prices for all trades
- Conducted pre-construction estimate reviews of projects
- Worked with County Environmental Health Depts. to obtain well & septic permits and construction authorizations
- Experienced with applying for Building Permits and working with municipalities
- Ensured Quality Control standards were met by conducting framing and foundation checks
- Evaluated lot conditions and house placement per the amount of fall on lot
- Procured building materials for each job per the established project budget
- Issued work orders to the trade contractors and adjusted prices per negotiations
- Shot existing grade on sites to determine block count for foundations
- Worked with customers to ensure a timely build out time
- Managed trade contractors on a daily basis to ensure the quality of work completed

CAROLINA SEAL & PATCH Raleigh, NC

February-May 2003

Estimator

- Estimated for seal coating of residential and commercial parking lots
- Prepared line striping and painting estimates of parking lots
- Evaluated lots for asphalt and concrete repair
- Surveyed parking lots for new construction

COMPUTER SKILLS

- AutoCAD 2000
- Expedition for Project Management
- Timberline for Project Scheduling
- Windows 2000, XP, 98
- Windows Office XP Suite

ORGANIZATIONAL MEMBERSHIPS

- Sigma Lambda Chi " Construction Honors Society
- East Carolina Construction Association (ECCA)
- Project Management Institute (PMI)