

SAM SMITH, LEED GREEN ASSOCIATE

123 Any Street ▪ Any Town, USA 12345

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SAFETY COORDINATOR WITH 20+ YEARS OF INDUSTRY EXPERIENCE

Incident Response, Reporting & Investigation/Team Leadership & Training/Project Coordination & Execution

PROFESSIONAL PROFILE

A multifaceted, self-directed, and solutions-focused Safety Coordinator/Construction Professional offering 20+ years of wide-spread industry training and practical, on-the-job construction coordination and project management experience in institutional, commercial, and residential environments. A skilled communicator, leader, and performer able to successfully prioritize workflow, coordinate trades, field and resolve issues, manage multiple projects and meet and exceed challenging goals and objectives. Solid management capabilities with a consistent track record of anticipating consequences of new designs, initiating solutions, and completing projects to specification. A team-builder and player demonstrating a high-level of accuracy and thoroughness. Accustomed to working under fast-paced, high-volume, time-sensitive conditions and interacting effectively with architects, engineers, local officials, vendors and clients. Strong background in carpentry and masonry. Microsoft Office Proficient. Fluent in German.

CORE COMPETENCIES

- *New Business Development*
- *Risk Management/Avoidance*
- *Quality Assurance/Control*
- *Staffing & Scheduling*
- *Concrete/Masonry/Carpentry*
- *Building Code & Regulations*
- *Customer Relations/Support*
- *Employee/Crew Supervision*
- *Strategic Planning/Forecasting*
- *Cost Productivity/Containment*
- *Financial/P & L Management*
- *Contract/Price Negotiation*
- *Safety Compliance/Enforcement*
- *Project Coordination/Execution*
- *Materials Planning/Management*
- *Design, Building & Installation*
- *Budget Planning/Administration*
- *Vendor Sourcing & Negotiation*

MILITARY SERVICE

Airmen First Class (E-3), United States Air Force
Honorably Discharged

DESIGNATIONS/CERTIFICATIONS

- LEED Green Associate ▪ Certified OSHA 30-Hour Safety Training ▪ Heartsaver AED
- New York State Erosion & Sediment Controls ▪ Lead Renovator Certified

PROFESSIONAL EXPERIENCE

ABC Company Any Town, USA Mar. 2005 - Dec. 2010
Superintendent

Presided over multiple projects with budgets valued in excess of \$3M for an established general contracting firm specializing in commercial construction; planned, coordinated, and supervised job site activity from cradle to grave.

- Scheduled and coordinated up to twelve (12) sub-contractors; provided direction, reviewed assignments for overall quality and effectiveness, and addressed performance issues on an ongoing basis.
- Calculated and adhered to budgets; conducted value engineering, managed project schedules and planned and coordinated materials.
- Motivated and managed labor force; instituted and enforced productivity standards, monitored quality of work.
- Facilitated weekly safety meetings; provided ongoing safety/OSHA instruction.
- Collaborated with city officials and met with building inspectors; obtained necessary permits.
- Met with the clients weekly; built effective relationships with all stakeholders and relayed necessary information accurately to superiors and subcontractors.

Selected Accomplishments:

- Selected to serve as Company Safety Officer; developed, wrote, and implemented a comprehensive safety manual, and scheduled, organized and delivered annual safety training classes.

ABC Company Any Town, USA Apr. 1997 - Mar. 2005
Owner/Operator/General Contractor/Construction Manager

Launched a successful residential development construction company from ground zero to a profitable, efficient, and reputable organization; performed day-to-day operations including sales, P&L management, forecasting, budgeting, billing, business development, account management, bidding/estimates, and inventory ordering/control.

PROFESSIONAL EXPERIENCE (CONTINUED)

- Actively prospected new clients, presented services, and initiated relationships through marketing, referrals, and networking.
- Estimated projects and performed bids; managed inventory including equipment and materials.
- Spearheaded the approval process; negotiated government permits, utilities easements, and local mass transit, collaborated with financial institutions, and attended monthly planning board meetings.
- Oversaw the design, layout, and construction process; partnered with clients to plan the interior/exterior layout and spearheaded all construction activities from excavation, foundation, and framing to retaining walls and landscaping.
- Presided over and managed multiple assignments, superintendents, and subcontractors; supervised trade partners, scheduled and coordinated projects, enforced quality standards, and met deadlines.
- Directed a full-time crew of fifteen (15) employees and over twenty (20) sub-contractors and vendors; planned staff schedules to ensure adequate manpower coverage and oversaw project operations and management.
- Proactively identified and resolved issues and sought innovative solutions to remove project barriers.
- Partnered with civil engineer to overcome unforeseen conditions.
- Organized job sites and ordered and coordinated the delivery of materials.
- Developed and implemented long-term maintenance planning for residential units.

Selected Accomplishments:

- Successfully developed twenty-one (21) Unit Town House Style Apartment Complexes with an operating budget in excess of \$2M.
- Built ten (10) and four (4) Unit Apartment Home Complexes with operating budgets ranging from \$300K to \$1M.
- Maintained four (4) apartment houses comprised of thirteen (13) units and three (3) commercial business properties.
- Developed loyal customer base and referral network.

PROFESSIONAL DEVELOPMENT

Extensive Training In:

- Mission Statement, Vision & Goals
- Personnel Leadership & Management
- Strategic Planning
- Team Building
- Planning & Zoning
- Powered Industrial Lift Trucks (All Terrain/Warehouse Forklift)
- Radiant Heat & Tec Mar Controls

PROFESSIONAL AFFILIATIONS

- Board Member, Zoning Board of Appeals - Any Town, USA

References Furnished Upon Request