

JANE SMITH

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CUSTOMER-DRIVEN UTILITY CONSTRUCTION/INSTALLATION PROFESSIONAL

Project Planning & Management/Customer Service & Support/Staff Coordination & Leadership

PROFESSIONAL PROFILE

A multifaceted, self-directed, and solutions-focused professional offering a decade of wide-spread industry training and practical, in-the-field utility, construction coordination, and project management experience. Results-oriented individual with strong qualifications in project coordination, cost containment, customer relations, safety and regulatory compliance, risk management/avoidance, and process improvement. Recognized as a performer, able to manage multiple responsibilities simultaneously, successfully resolve issues, and consistently exceed established goals and objectives. Team player with innate ability to thrive in both independent and collaborative work environments and a propensity to establish and maintain solid relationships with subcontractors, co-workers, vendors, and clients. Effective and decisive motivator, mentor, trainer, and communicator with “hands-on” management style and a proven reputation in increasing organizational efficiency and conformance. Strong qualifications in problem-solving and time management. Exceptional interpersonal, analytical, technical, and troubleshooting skills. Microsoft Office Proficient.

CORE COMPETENCIES

- *Project Coordination*
- *Facilities Maintenance*
- *Resource Allocation*
- *Vendor/Supplier Relations*
- *Quality Assurance*
- *Troubleshooting/ Repair*
- *Customer Relations/Support*
- *Employee/Crew Supervision*
- *Inventory Control/Procurement*
- *Cost Containment*
- *Blueprint Interpretation*
- *Contract Preparation*
- *Scheduling/Time Management*
- *Diagnostic Assessments*
- *Safety Enforcement/Compliance*
- *Report Generation*
- *Operations Management*
- *Records Maintenance*

PROFESSIONAL EXPERIENCE

ABC Company Any Town, USA Feb. 2002 - Present
Project Manager/Meter Reader/Head Store-Keeper - Warehouse

- Presided over the daily operations/distribution associated with \$14M AMR project; directed thirty eight (38) installers, supervised trade partners, coordinated tasks, adhered to budget, and enforced quality standards.
- Managed inventory and allocated resources including equipment, manpower, and materials; prepared spreadsheets/reports daily and weekly.
- Served as main point of contact for two (2) large contractors (ABC Corporation and ABC Partners); assisted installers in the timely completion of duties and enforced deadlines.

ABC Company Any Town, USA Feb. 2001 - Feb. 2002
Technician

- Held key responsibility in locating and marking out gas lines and mains.
- First responder to all service and emergency mark out calls.
- Detailed mapping, diagrams and reading plates for mark out accuracy.
- Worked closely with local contractors to properly complete their mark out requests with accuracy.

ABC Company Any Town, USA Jan. 2000 - Feb. 2002
Sales Associate

- Assisted customers and collaborated with contractors in remodeling and sales.
- Prepared customer contracts and presented sales proposals.
- Coordinated special orders and pulled supplies for small, mid-size, and large projects.

Additional Experience:

ABC Company - Site Supervisor

EDUCATION

Ocean County Vocational Technical School, Toms River, New Jersey
Computer Certification Degree

Brookdale Community College, Lincroft, New Jersey
Coursework Completed Toward Degree in Special Education