

John Smith

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SUMMARY OF PROFESSIONAL QUALIFICATIONS

- Project management experience leading teams of 15-20
- Background in staff training
- Excellent written and oral communication skills
- Organizational and strategic planning
- Management coaching
- Superb construction knowledge based on education and field level experience
- Contract negotiation and trade contract awarding experience
- Knowledge of Ontario Building Code

PROFESSIONAL EXPERIENCE

DIRECTOR OF CONSTRUCTION – CLP Contractors 2010- current

City, Province

- Construction Director overseeing multiple projects with multiple teams
- Responsible for construction exceeding 1.2 Billion dollars
- Responsible for all aspects of staff performance; performance evaluation, client relations, business development
- Ultimately responsible for budget and profitability on all projects
- Established training programs for staff

PROJECT MANAGER – TARBER Construction Inc 2005 – 2010

City, Province

- Construction Manager overseeing multiple projects with multiple teams
- Responsible for construction exceeding 150 Million dollars
- Responsible for all aspects of staff performance; performance evaluation, employee discipline, running client and team meetings
- Responsible for budget and profitability
- Oversee training programs for staff

PROJECT COORDINATOR – ABBITSMITH Construction 1999 - 2005

City, Province

- Project Coordinator reporting directly to the Project Manager
- Responsible for recording all information during team and client meetings
- Responsible for writing and maintaining meeting minutes
- Taking and maintaining project picture and tracking files
- Scheduling and planning meetings

EDUCATION

- Project Management Certificate – John Joseph School of Construction
- Bachelor's Degree – Harvard University

PROFESSIONAL AFFILIATIONS

- Blue Seal Certification
- ABCD Safety Certification