

[Full Name]

[City, State] | [email@example.com] | [Phone Number] | [LinkedIn URL]

PROFESSIONAL SUMMARY

Results-driven **Construction Manager** with [X]+ years of experience leading commercial, residential, and infrastructure projects from pre-construction through closeout. Proven track record delivering projects on time and within budget while maintaining strict quality, safety, and regulatory compliance standards. Adept at coordinating cross-functional teams, subcontractors, and stakeholders to optimize schedules, control costs, and mitigate risk. Skilled in leveraging tools such as **[Procore]**, **[MS Project]**, and **[Bluebeam]** to streamline project controls and reporting.

PROFESSIONAL EXPERIENCE

[Senior Construction Manager] | [ABC Construction Group]

[Month Year] – Present | [City, State]

- Led end-to-end delivery of [large-scale commercial/industrial] projects valued at [\$.X–\$.Y million], consistently achieving substantial completion within [X]% of baseline schedule and under budget by implementing rigorous schedule tracking and cost-control measures.
- Directed multidisciplinary teams of [X–Y] field staff, subcontractors, and vendors; coordinated daily operations, RFIs, submittals, and change orders using **[Procore]** and **[Bluebeam]**, reducing rework incidents by [X]% and improving field communication response times by [X] hours on average.
- Implemented enhanced safety and quality assurance programs aligned with **[OSHA]** and company standards, driving a [X]% reduction in recordable incidents over [N] years and passing all third-party inspections with zero major non-conformances.

[Construction Project Manager] | [XYZ Builders, Inc.]

[Month Year] – [Month Year] | [City, State]

- Managed a portfolio of [X–Y] concurrent [residential/mixed-use/public works] projects, overseeing budgeting, scheduling, procurement, and subcontractor performance, resulting in an average cost variance of less than [X]% across all assignments.
- Developed and maintained detailed project schedules in **[Microsoft Project]** and **[Primavera P6]**, integrating critical path analysis and look-ahead planning to proactively identify risks and compress timelines, cutting average project duration by [X] weeks.
- Collaborated with owners, architects, and engineers to resolve design conflicts through constructability reviews and value engineering workshops, generating documented savings of approximately [\$.X] per project without compromising scope or quality.

EDUCATION

[Bachelor of Science in Construction Management] | [State University Name]

[Month Year] – [Month Year] | [City, State]

- Relevant Coursework: **[Construction Planning & Scheduling]**, **[Cost Estimating]**, **[Building Codes & Standards]**, **[Project Controls]**, **[Structural Systems]**.

[Professional Certification: PMP / CCM / LEED AP (Optional)] | [Issuing Organization]

[Month Year] – [Month Year or "In Progress"]

- Focus: **[Project integration and scope management]**, **[risk and procurement management]**, **[sustainable construction practices]**.

SKILLS

Project & Construction Management: **[Project Lifecycle Management]**, **[Pre-Construction Planning]**, **[Scheduling & Sequencing]**, **[Change Order Management]**, **[Risk Assessment]**.

Technical & Tools: **[Procore]**, **[PlanGrid]**, **[Bluebeam Revu]**, **[Microsoft Project]**, **[Primavera P6]**, **[AutoCAD]**, **[MS Excel (Advanced)]**.

Cost & Quality Control: **[Budgeting & Cost Estimating]**, **[Earned Value Tracking]**, **[RFI/Submittal Management]**, **[Quality Assurance/Quality Control]**, **[Value Engineering]**.

Safety & Compliance: [OSHA Standards], [Site Safety Planning], [Incident Reporting], [Regulatory Compliance], [Permit Coordination].

Stakeholder & Team Leadership: [Subcontractor Management], [Vendor Negotiation], [Client Communication], [Cross-Functional Collaboration], [Conflict Resolution].

Soft Skills: [Strategic Planning], [Problem Solving], [Decision-Making], [Time Management], [Leadership & Coaching], [Presentation & Reporting].

SELECTED PROJECTS

[Mixed-Use Development – 250,000 sq ft] | [Downtown Redevelopment Project]

[Month Year] – [Month Year] | [City, State]

- Oversaw construction of a [multi-story mixed-use complex] including [retail, office, and residential] components, coordinating structural, MEP, and interior trades to meet phased turnover milestones for multiple stakeholders.
- Implemented a detailed procurement and logistics plan using [Procore] and [Excel]-based tracking, reducing material lead-time delays by [X]% and maintaining continuous workflow on critical path activities.

[Public Infrastructure Upgrade – Roadway & Utilities] | [Municipal Capital Improvement Program]

[Month Year] – [Month Year] | [City, State]

- Managed field operations for [X miles] of roadway reconstruction and underground utility replacement, coordinating closely with city inspectors and utility providers to minimize service disruptions and maintain traffic flow.
- Conducted weekly progress meetings and issued status reports to municipal stakeholders, tracking schedule, budget, and safety metrics, which helped maintain community trust and secure timely approvals for critical work phases.