

JAMES CLARK

Commercial Project Manager

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PROFESSIONAL SUMMARY

Dynamic Commercial Project Manager with 5 years of experience successfully leading diverse construction projects. Proficient in budget management, stakeholder engagement, and team leadership to drive project success. Passionate about delivering exceptional results while ensuring compliance with timelines and quality standards.

WORK EXPERIENCE

Commercial Project Manager

📅 Mar / 2022-Ongoing

Quantum Solutions LLC

📍 Phoenix, AZ

1. Oversaw company relocations from initial budget planning through to successful move-in.
2. Collaborated with general contractors to establish timelines and coordinate various trades effectively.
3. Assumed lead management responsibilities and closely worked with third-party management firms.
4. Executed the comprehensive relocation of an entire hospital, ensuring minimal disruption.
5. Managed the decommissioning of spaces and materials for several major companies efficiently.
6. Executed furniture liquidation and reallocation strategies within organizations.
7. Facilitated coordination between different trades, clients, and employees to ensure smooth operations.

Commercial Project Manager

📅 Mar / 2020-Mar / 2022

Lakeside Apparel Co

📍 Chicago, IL

1. Planned and coordinated retail and office developments, collaborating with city officials and subcontractors to manage timelines and budgets.
2. Integrated and digitized key commercial processes, enhancing operational efficiency across Power & Water.
3. Partnered with initiative leaders to gather critical requirements and manage project deliverables effectively.
4. Facilitated requirement gathering and documentation for agile projects, ensuring clarity and prioritization.
5. Managed multiple commercial furniture installation projects, supervising teams of up to 12 temporary workers.
6. Supported strategic planning initiatives and executed complex departmental projects successfully.

EDUCATION

Bachelor of Science in Construction Management

📅 Mar / 2018 - Mar / 2020

University of California, Berkeley

📍 Denver, CO

Focused on project management principles, budgeting, and construction techniques.

SKILLS

Autodesk Autocad



Sketchup Pro



Negotiation Skills



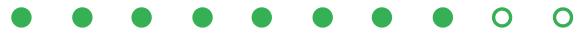
Team Collaboration



Analytical Thinking



Time Tracking



INTERESTS

🎮 Gaming

👜 Fashion

🎬 Film

💻 Technology

STRENGTHS

⚖️ Fairness

↔️ Flexibility

➔ Forward-thinking

❤️ Gratitude

LANGUAGES



English



Arabic



German

ACHIEVEMENTS

- ★ Successfully managed a \$2M commercial relocation project, completing it 10% under budget and ahead of schedule.
- ★ Streamlined project workflows, reducing completion times by 15% through effective coordination with contractors.
- ★ Led a cross-functional team in the decommissioning of facilities for major clients, ensuring compliance with all safety regulations.