ROBERT SMITH

Construction Office Manager

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Highly qualified Construction Office Manager with experience in the industry. Enjoy creative problem solving and getting exposure to multiple projects, and I would excel in the collaborative environment on which your company prides itself.

CORE COMPETENCIES

Microsoft Office, Quickbooks Accounting, Invoicing, Receiving Payment, Payroll, Customer Service.

PROFESSIONAL EXPERIENCE

Construction Office Manager

ABC Corporation - February 2008 – 2008

Key Deliverables:

- Managed and operated the onsite and offsite contract administration functions for all divisions.
- Provided contract administration functions for remodel and renovation projects, including subcontracts, change orders, RFIs, RFPs, submittals, closeout documents.
- Compiled all information necessary for complete contract packages including scopes of work and pre-qualifications for company and client requirements.
- Communicated all field, plan and/or product changes to responsible parties.
- Reviewed all subcontractors and vendors invoices.
- Resolved conflicts with vendors.
- Responsible for evaluating and coordinating customer/vendor contacts between office and field personnel.

Construction Office Manager

Delta Corporation - 2005 – 2008

Key Deliverables:

- Office Manager Part Owner of Handy Man Services and Senior Home Modifications, Sales Person, Customer Service and Full time Bookkeeper.
- A fast paced construction company, specializing in residential development in the area of lath, plaster, drywall and insulation.
- Maintained the office and negotiated contracts with vendors for support services with maintenance, cleanup and supplies as required.
- Provided training and guidance with new hire paperwork and verified eligibility to work on job sites Processed weekly payroll, expense reconciliation .
- Managed construction office on site with administrative duties for housing renovation program to insure efficient function for all team members .
- Background checks on potential subcontractors and Consultants Prepare/track all subcontractors, contracts, purchase orders, and change orders and .

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- Also I received my certification as a Notary Public.

EDUCATION

- GED

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