ROBERT SMITH

Project Manager Assistant Head

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

SUMMARY

Project Manager Assistant with extensive knowledge of handling construction projects at site. Seeking a responsible position as a project engineer to utilize professional experience in a renowned organization.

CORE COMPETENCIES

Business Analysis, Information System Analysis and Design, Strategy Formulation.

PROFESSIONAL EXPERIENCE

Project Manager Assistant Head

ABC Corporation - July 2011 – February 2012

Key Deliverables:

- Leads project team to ensure customer satisfaction and developing customer relationship.
- Ensuring H&S rules are well understood and strictly applied during work execution.
- Submit RFIs for the Owner in case of any detail in project plans or specs that need more clarification.
- Follow up submittals and materials purchase for the project maintaining the schedule progress.
- Preparing & applying an accelerated schedule to achieve early finish in order to overcome projects delay.
- Attending weekly OAC meetings discussing the 2 week look ahead schedules.
- Preparing pay applications and proposed quotations for change events that may arise at the project.

Project Manager Assistant

ABC Corporation - 2008 – 2011

Key Deliverables:

- Procure, ship and coordinate delivery of project equipment per project specifications.
- Prepare and submit equipment and material data sheets, as-built drawings and O&M manuals per specifications for customer approval.
- Maintain OSHA logs and company safety data.
- Organize and schedule required employee safety meetings.
- Prepare and maintain insurance & medical files for employee injuries.
- Certificate of Completion Electric/Internal Combustion Lift Truck (29 CFR 1910) Classes 1, 4, 5 Certificate of Achievement ServSafe - Food Handler National Restaurant Association.

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- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

B.S. in Civil Engineering - (California State University)

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