Real Estate Project Manager

ROBERT SMITH

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Objective

Self-motivated individual with 15 years experience in technical and retail environments. Customer focused and detail oriented. Able to multi-task in fast-paced environments. Team player that works well independently. Trained others in various systems and eager to learn new processes. Proficient in prioritizing and completing tasks in a timely manner.

Skills

Microsoft Office, Presentation , Sales.

Work Experience

Real Estate Project Manager

ABC Corporation - August 1999 – February 2020

- Reviewed construction documents and specifications for accuracy.
- Red-lined necessary corrections.
- Created project schedules utilizing Microsoft Project and tracked project progress through to completion.
- Responsible for delivering quality project on-time and on-budget.
- Managed Developers/Contractors Point person for developers and/or contractors for questions pertaining to specifications.
- Conducted weekly meetings & conference calls to discuss progress and confirm that the project was on- schedule.
- Provided weekly and monthly updates (both written & verbal) to store managers as well as upper management.

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Delta Corporation - 1995 – 1999

- Opened 24 Oakley Stores and 10 temporary that on average performed 20% greater year over year.
- Grew Oakley Retail sales through additional doors by $85 million.
- Coordinated store opening in retail and value retail markets Managed and analyzed budgets for new stores and remodels Worked closely with visual and .
- Analyzed and reported demographic and mapping data for new markets Presented potential sites to executive team for both Mall and Street Locations.
- Directed acquisition and development teams Managed all staff operations Worked with extensive network of brokers and other acquisition/disposition .
- Led company development/acquisition of 1,200 multi-family housing units, representing more than 80 million dollars Led company participation in Local .
- mixed-use building in Portland].

Education

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