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## Assistant Superintendent Resume

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### Job Objective

To work and practice my knowledge as Assistant Superintendent and add to my overall experience by becoming a valued member of growing company

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### Highlights of Qualifications:

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- Skilled at implementing company safety policies and programs
  - Ability to implement project pre-plan and ensure follow-through to project completion
  - Ability to coordinate with co-workers and management
  - Ability to analyze craft performance
  - Excellent time management, organization and prioritization skills
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### Professional Experience:

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Assistant Superintendent  
Clark Construction Group, Greenville, SC  
September 2006 – Till Date

- Managed group of activities and subcontractors.
- Coordinated with field engineering and subcontractors.
- Aided planning work schedule and reviewed work performance.
- Corresponded with senior level supervision and project management.
- Collaborated with other departments and executed additional assignments.

Assistant Superintendent  
Avalon Bay Communities, Greenville, SC  
March 2001 – August 2006

- Imparted ongoing assessment of instructional program.
  - Carried out curriculum research studies.
  - Established Comprehensive District Education Plan.
  - Conducted school visits and imparted ongoing analysis.
  - Reviewed professional performance of direct subordinates.
  - Formulated annual instructional budget.
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### Education:

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Bachelor's Degree in Engineering  
St. John's College, Springfield, IL

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