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## Capital Project Manager Resume

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### Job Objective

Seeking Capital Project Manager's position in a well established firm to use my education and experience in a way that benefits the company.

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### Highlights of Qualifications:

- Certification in Six Sigma
  - Outstanding experience in administering hospitality projects
  - Sound knowledge of labor force regulations and construction accounting
  - Profound knowledge of allocation of resources for Type 1 and 5 construction
  - Ability to comprehend capital project specification
  - Ability to identify and resolve all issues efficiently
  - Ability to maintain professional relationships with clients and subcontractors
  - Ability to maintain optimal level of energy within team
  - Proficient in completing project within timeframe
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### Professional Experience:

Capital Project Manager  
FEP Search Group, Lehigh, IA  
October 2008 – Present

- Initiated required repairs and improvements to all processes.
- Analyzed and identified all resources required to implement projects efficiently.
- Supervised working of all Hotel Managers and associated staff.
- Administered projects and ensured compliance to project budget and timeframe.
- Developed and maintained professional relationship with all municipal agencies and obtained required approvals.
- Maintained all account payable and receivable information.

Capital Project Controller  
Amyris, Inc., Lehigh, IA  
August 2003 – September 2008

- Provided support to all developmental capital projects.
- Ensured optimal level of customer satisfaction and provided exceptional service for all capital projects.
- Ensured accuracy of data and analyzed cash flow for projects.
- Monitored all payments as per requirement and prepared reports for all applicable lenders.
- Designed and maintained project documents and provided update.
- Evaluated all expenditure approval forms and obtained required approval.

Capital Project Leader  
Dow Corning Corporation, Lehigh, IA  
May 1998 – July 2003

- Designed and maintained all Capital Strategic Plan and ensured adherence to same.
  - Maintained safety procedures for construction activities and monitored installation of effectiveness.
  - Developed and monitored all capital metric within required visual format.
  - Participated in Capital Management Committee and managed all communication for status and resolved issues in project.
  - Provided support to all applications according to Honeywell Operating Systems.
  - Trained all members for Capital Project Management Process.
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### Education:

Bachelor's Degree in Engineering  
Chancellor University, Cleveland, OH

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