
Construction Contracts Manager Resume

Job Objective

Seeking Construction Contracts Manager position with reputable organization in which my experience can be a positive influence on the growth of company.

Highlights of Qualifications:

- Experience to prepared construction contracts and develop supply chain strategy
 - Operational knowledge of project budgets
 - Thorough knowledge of scheduling programs
 - Immense ability to provide assistance to procurement staff
 - Ability to prepared reports
 - Ability to work within deadlines
 - Ability to work under hazardous condition
 - Proficient in GIS systems
 - Ability to maintain knowledge on technology
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Professional Experience:

Construction Contracts Manager
Sterling Group, Burr Ridge, IL
October 2008 – Present

- Coordinated with construction material and service suppliers for contracts.
- Managed and achieved business objectives and goals.
- Established effective business strategies and maximized revenue.
- Maintained knowledge of all business tools and achieved results.
- Developed all contracts and mitigate various risks.
- Designed cost reductions strategies and achieved objectives.
- Coordinated with business units to resolve all disagreements.
- Assisted to maintain efficient relationship with external suppliers.

Construction Supervisor
Hill International, Inc, Burr Ridge, IL
August 2003 – September 2008

- Supervised construction contracts and ensured compliance to budget.
- Coordinated with supervisors and complete all tasks.
- Managed specialty equipments and project outages.
- Evaluated work plans and maintained knowledge on project requirements.
- Performed research and analyzed contract terms.
- Ensured compliance to all GSP 19 regulations.

Construction Specialist
Safeway Inc, Burr Ridge, IL
May 1998 – July 2003

- Managed communication with producers and tenants.
 - Monitored maintenance projects and installed peripherals.
 - Supervised construction projects for pipeline activities.
 - Assisted to handle pre planning projects.
 - Performed inspection on contract personnel according to regulations.
 - Maintained work order log and summaries and performed repair.
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Education:

Bachelor's Degree in Engineering
IMPAC University, Punta Gorda, FL

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