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## Construction Executive Resume

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### Job Objective

To secure a position with an expanding company as Construction Executive where my education and experience can be utilized to the fullest.

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### Highlights of Qualifications:

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- In-depth knowledge of Equal Employment Opportunity, Affirmative Action and Inclusiveness
  - Sound knowledge of multiple, complex projects
  - Strong leadership, communication, problem solving, initiative and team work skills
  - Good decision making and negotiation skills
  - Ability to handle exposure to dirt, heat, noise, vibration and office environment
  - Excellent customer service skills
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### Professional Experience:

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Construction Executive  
Mortenson Construction, Birmingham, AL  
August 2007 – Present

- Managed contract administration and progress payments.
- Maintained the project(s) budget and costs.
- Delivered profitable project(s) in accordance to financial standards.
- Documented and maintained project execution process.
- Overseen contract terms, conditions, and exhibits.
- Analyzed and resolved work problems, determined work method alternative.

Construction Executive  
PCL Construction Services Inc, Birmingham, AL  
May 2004- July 2007

- Increased and retained appropriate mix of business; and achieved business objectives.
  - Developed marketing plan adhering to local market competitive conditions and ensured accomplishment of growth and profit goals.
  - Ensured accomplishment of production and underwriting objectives.
  - Identified cross-sell opportunities and promoted business.
  - Assisted in managing account administration services.
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### Education:

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Bachelor's Degree in Construction Management  
Southwestern Michigan College, Dowagiac, MI

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