
Construction Representative Resume

Job Objective

To use my extensive training to acquire a position as Construction Representative with reputable company.

Highlights of Qualifications:

- Familiarity with construction management
 - Proficient with AutoCAD and Primavera
 - Good understanding of construction engineering and surveying procedures, contractor's construction practices
 - Deep grasp of Critical Path Method scheduling along with capability to coordinate with customers
 - Superior communication, project administration and organizational skills
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Professional Experience:

Construction Representative
The PBSJ Corporation, Bartlett TX
November 2006 – Present

- Yielded technical review and scrutiny of contractor's practices for Capital Projects.
- Handled project records, reports and minutes of meetings as well as corresponded with field personnel.
- Supervised the construction work by contractors.
- Administered all operations and M of W Force Account work.
- Directed the work of railroad inspectors.

Construction Representative
US Fish & Wildlife Service, Bartlett TX
February 2001 – October 2006

- Monitored construction work and formulated change orders.
 - Advanced and clarified contract requirements and even suggested PBS&J project manager about any failures or delays.
 - Evaluated pay requests for final payment by client and even formulated final completion statements.
 - Analyzed shop drawings.
 - Executed various other duties.
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Education:

Bachelor's Degree In Civil Engineering
Salve Regina University, Newport, RI

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