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## Construction Site Manager Resume

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### Job Objective

Respected Construction Site Manager seeks position where my skills would be used for the betterment of the company and its employees.

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### Highlights of Qualifications:

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- Certification in OSHA
  - Remarkable experience to prepared schedule and maintain quality on construction activities
  - Exceptional knowledge of cost estimates and budget
  - Outstanding knowledge of collect bargaining agreements
  - Ability to organize required resources
  - Ability to prepared and deliver presentations
  - Amazing communication skills
  - Ability to work interpret blueprints for project
  - Proficient in computer applications
  - Ability to perform site inspections
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### Professional Experience:

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Construction Site Manager  
Merit Enterprises, Inc., Tulsa, OK  
October 2008 – Present

- Supervised everyday activities of construction projects.
- Evaluated and interpreted design specifications for site.
- Prepared purchase and change orders and maintained invoices.
- Ensured compliance to all internal controls for construction processes.
- Administered and maintained warranty claims.
- Coordinated with plant personnel in commissioning activities.
- Performed inspection on work site according to operational standards.
- Scheduled projects and budgets for construction plan.

Construction Site Superintendent  
Top Echelon Network, Inc., Tulsa, OK  
August 2003 – September 2008

- Prepared layout of projects and maintained accuracy.
- Supervise all construction sites on regular basis.
- Developed and maintained construction schedule and resolve issues.
- Maintained activities on job site and appropriate office.
- Ensured compliance to all company safety policies.
- Administered project specifications and associate plans.

Construction Site Lead Engineer  
The Kelly Group, Tulsa, OK  
May 1998 – July 2003

- Coordinated with project members and maintained safety awareness.
  - Evaluated activities of contractors and provided recommendation.
  - Monitored change requests according to management of change plan.
  - Implemented strategies as per contracts.
  - Ensured appropriate handling of all materials and resolved issues.
  - Performed appraisal processes for site personnel.
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### Education:

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Bachelor's Degree in Construction Management  
Goshen College, Goshen, IN

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