

Project Manager

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Seattle, WA

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CAREER TARGET: PROJECT MANAGER, COMMERCIAL CONSTRUCTION

Construction Management Education & Experience

- Ten years+ experience in mechanical and professional painting ranging from commercial to single/multi-family dwellings.
- Eight years property maintenance experience maintaining 200 units with emergency call responsibility for 1000 of the company's total 1500. Provide plumbing, electrical, painting and drywall repair.
- Certificate, HVAC. One year hands-on experience repairing and upgrading restaurants and restaurant equipment as an assistant to a journeyman.

Project Leadership & Communication Skills

- Excellent time, team supervision skills gained from supervising cooks and ensuring order quality. Employers included Four Seasons Olympic, Stouffer Madison Hotel and others.
- Solid project management skills as a business owner, planning, setting up, staffing and tasking multiple residential painting jobs to meet promised customer deadlines.

Strong Analytical Abilities

- Proven customer service and record keeping abilities to monitor costs and profits. Persistent in proactively researching problems. Skilled in locating missing data to ensure accurate reporting.
- Computer Skills: MS Word, Excel, Access, PowerPoint. Speak Spanish fluently.

EXPERIENCE

Maintenance Technician / Mullally Development Co, Seattle, WA 1996 – Present
Mullally is a manager of 8 residential multifamily developments and 1500 units in the Puget Sound area.

Originally retained full time to handle all painting and drywall duties on 200 units in 33 buildings. Progressively assigned to more difficult maintenance projects, handling repairs involving plumbing. Utilized HVAC skills in small appliance repairs. Currently assist with leasing and resolving office issues. Relied upon to resolve issues with Spanish-speaking tenants.

- Created device that eliminated erroneous emergency elevator calls, saving \$1200 monthly.
- Addressed 90-day arrears with management team, readying all vacant apartment leases.
- Selected for customer relationships skills to lead leasing of a new high-end 70-unit apartments.

Tax Preparer / H & R Block, Seattle, WA 1999 - 2000

Prepared individual and business taxes, e.g. depreciation, rentals, sale of business property, serving more than 225+ customers in a season.

- Highly accurate: only had one tax form corrected by a customer in two years.
- Secured repeat customers in second year based on quality of service.

Jay Jobseeker

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Assistant Technician / CB Mechanical, Bothell, WA

1989 – 1991

- Assisted HVACR Journeyman repairing walk-in freezers, refrigerators, reach-in coolers and restaurant equipment. Clients included: Azteca Restaurants, Las Margaritas, Las Palmas and other startups.

Owner, John Singer Painting Co. Seattle, WA

1992 - 1998

Sold and executed residential painting jobs. Managed books/customer relations. Built a steady clientele.

Professional Commercial Chef – 1981 - 1991

EDUCATION

A.A., Business, North Seattle Community College. Graduated 04/06, Phi Theta Kappa. GPA 3.54

Brudvik School of Refrigeration, Certificate of Completion / Dale Carnegie, Public Speaking.