

Gary M. Friedman
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Objective:

To obtain the Construction Office Manager position that utilizes my office management skills and experiences in the field of construction.

Skills:

- Possesses excellent organization and management skills
- Possesses excellent analytical and mathematical skills
- Good knowledge of drawing tools used on computers
- Skills to judge the quality of raw materials
- Good at planning, creating, and maintaining a report
- Possesses the quality of a good team leader
- Highly energetic and capable to work in diverse work environment
- Highly motivated and hardworking

Work Experience:

Company: Soltaxon		
Designation: Construction	Office	Incorporations Manager
Duration: September 2012 to till date		

Responsibilities:

- Making different proposals for the clients on behalf of the company
- Responsible for submitting and managing bids
- Preparing the blueprints of the construction sites
- Managing the team of workers operating as subordinates
- Responsible to negotiate and convince the customers
- Responsible to keep records of the follow ups and the prospective customers
- Ensure that the work gets completed on time
- Responsible to check works like molding, flooring, insulating, sheeting, siding, taping, painting, etc.

Company: Tanex

Designation: Assistant

Construction

Office

Incorporations

Manger

Duration: November 2010 to August 2012

Responsibilities:

- Assisting and coordinating with the construction office manager
- Checking different processes and procedures
- Reporting to the construction office manager
- Helping the manager to make blueprints of the construction site
- Analyzing and checking the construction site to make sure that the works are done as per the schedule
- Managing the team of workers working on the construction site
- Making sure that the construction work is running as per the blueprint

Qualification:

- Completed Master's Degree in Architecture from Albany State University, Georgia in the year 2010
- Completed Bachelor's Degree in Business Management from Albany State University, Georgia in the year 2008
- Completed High School from Betool High School, Georgia in the year 2005

Reference:

Lynette H. Bobbitt

(Construction

Drilltrax

322

Sarona, WI 54870

Lynn

Manager)

Incorporations

Avenue