

# Project Superintendent

Any Street Address \* Any City, CA 95XXX \* (555) 555-5555 \* anyemail@anyemail

## Construction Management Professional, Project Superintendent

Over 20 years experience as an excavation and project Superintendent. A successful record of managing small and large projects (\$3 to \$35 million). A qualified and competent professional recognized for completing projects on time and under budget. Extensive U.S. and South American experience.

A problem solver able to turn around difficult projects and meet challenging goals and objectives. Experience managing labor, materials, and equipment to complete remediation, excavation support, piling, post-tensioned anchor installation, deep mixing method soil, rock drilling, and marine works. Extensive site supervision experience, including operation and maintenance of drill rigs, cranes, and earth-moving equipment. Background includes stabilization of shoreline slopes to meet seismic loads, excavation support, groundwater cutoff, and site dewatering.

- Proven ability to interface between management and staff as well as individuals of diverse backgrounds and cultures—bilingual (read, write, speak) English and Spanish.
- Excellent communication, motivational, and time-management skills.
- Organizational and analytical skills, decisiveness in crisis situations, and adapt at multi-tasking.
- Successfully coordinated activities within operations to obtain optimum use of equipment, facilities, personnel, and vendors—accustomed to working with various unions and staffing agencies.
- Fully certified Crane and Heavy Duty Equipment Operator, 25- to 100-ton cranes and 150- to 245- ton Japanese specialized crawlers. Full understanding of rigging, load chart calculation, hand and radio signals, and operational safety.
- Proficient computer skills, including, MS Word, Excel, I.E., and email.

## Skills and Knowledge

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|--|------------------------------------|
| ➤ Project Management                         | ➤ Engineering                      |
| ➤ Strategic Planning                         | ➤ Communications                   |
| ➤ Troubleshooting                            | ➤ OSHA/Health & Safety Regulations |
| ➤ Crane and Earth-moving Operation/Equipment | ➤ Staff Motivation                 |
| ➤ Scheduling/Budgeting                       | ➤ Hiring/Terminations              |
| ➤ Equipment Maintenance/Repair               | ➤ Welding & Fabricating            |
| ➤ Logistics                                  | ➤ Staff Training/Development       |

## Professional Experience

XXX Construction, Inc.

**Project Superintendent**

Any City, CA

2006 to 2011

Managed field-construction activities for a period of five years. Oversaw day-to-day activities related to deep-soil mixing, micro piling, and vibro-compaction methods. Reviewed all mechanical drawings, shop drawings, sewer lines, underground utilities, joints, and manholes to accommodate a complete and functioning system. Oversaw earthwork excavation and construction of embankments and soil stabilization.

- Supervised simultaneous projects, subcontractors, and crews.
- Coordinated compliance documentation for state and local regulations.
- Successfully interface with site personal, geologists, inspectors, operators and labor.
- Provided daily oversight and reporting of project schedule, safety compliance, labor utilization, and quality assurance and control.

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XXX, Inc.

Any City, CA

**Project Superintendent**

2001 to 2006

Promoted from Project Foreman (2001); responsible for facilitating all ground work of job site, weekly contractors meetings, directing the drilling operations, controlling labor cost, increasing production, and establishing work plans for each project.

- Hired, trained, and supervised crews of 60 employees; scheduled two shifts per day; managed QA/QC; and forecasted loader logistics, and quotations.
- Conducted safety meetings and oversaw daily operations and reporting.
- Directed the building of a C.D.S.M. soil-stabilization wall by mobilizing crew and equipment, meeting with engineers, establishing schedules, implementing safety procedures, and solving problems.
- Increased company profits by completing the project on time, under budget, and incident free.
- Supervised the mobilization of equipment and building of a platform for a major project by having the crew install drill equipment.

XYX, Inc

Any City, CA

**Project Superintendent**

1993 to 2000

Promoted to this position after four years as project foreman. Established quick rapport with contractors, work crews, inspectors, engineers, and other project stakeholders. Conducted work and safety meetings, controlled labor costs, supervised drilling operations, managed all site and work records, and created production plans.

- Built soil-stabilization wall for major excavation by providing overall site supervision.
- Managed crews, equipment utilization, materials, needed inventory, and sub-contractors.
- Established working meetings with engineers—developed site and platform plans.
- Resolved accounting issues and established communication with all levels of management.
- Mobilized specialized slurry equipment, and supervised equipment operators.

U.S.M.C Honorable Discharge 1990

**Education & Development**

High School—Diploma

Heavy Equipment Maintenance and Operation U.S.M.C. Training

Certified by National Commission Certification of Crane Operator (NCCO)

Certified Hydraulic Telescopic Crane Operator

Certified Forklift Operator

Certified in Refinery Safety — B.A.T.C. and R.S.O. Certified

Certified in Trench Safety — B.A.T.C. and R.S.O. Certified

30-Hour Construction Safety & Health Certificate

40-Hour HAZWOPER, and 8-hour refresher

Supervisor Safety Training

Trained in Storm Water Prevention Program

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