

**JAMES CEDRIC**  
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## **OBJECTIVE**

To achieve the position of Assistant Project Manager at ABC Company utilizing exceptional leadership skills in order to provide overall administrative support for multiple projects to the project management teams.

## **QUALIFICATIONS**

- Hands on experience in preparation of the scope of work and pricing schedules
- Thorough understanding of ensuring all required permits that have been obtained prior to the commencement of work
- Attentive in overseeing contractors and making daily site inspections
- Remarkable experience in inspecting and drafting the final punch list and close-out of all projects
- Track record of providing reports as requested

## **SPECIAL SKILLS**

- Proficient in procurement management
- Substantial knowledge of coordinating repairs and maintenance on residential properties
- Outstanding expertise of ensuring compliance with local, state and federal codes and accepted business practices
- Proven ability of coordinating work to be done with the residential property managers
- Capable of keeping all residential team members informed of project status

## **KEY ACCOMPLISHMENTS**

- Researched & compiled information for presentation to Community Development Project Team at Iron Brothers
- Managed development of the scope of work and financial planning for major renovations
- Established and strengthened relationships with residents, businesses and industry organizations at Art's Way Manufacturing

## **RELEVANT EXPERIENCE**

Oct 2007 — Nov 2012  
Art's Way Manufacturing – Tallahassee, FL  
**Project Assistant**

- Supported the Project Manager functions such as monthly forecasts
- Assisted in ensuring that all documentation meets internal standards, procedures &

specifications

- Ensured good, transparent and effective reporting & documentation
- Delivered all documents in a timely manner so that progress can be fully communicated
- Guaranteed supplier's drawings were controlled
- Liaised with the Site Interface Manager and Site Manager for site project documentations

Dec 2004 — Mar 2007

Iron Brothers – Baton Rouge, LA

**Assistant Construction Manager**

- Delivered assistance to Project Managers in project schedule development
- Provided support for projects including dams, landfills, mining projects, highways, bridges & buildings
- Managed subcontractors performing construction support services
- Served as site supervisor of small & medium-sized design projects
- Gave comprehensive field data & site leadership for existing major projects and clients
- Reviewed & provided input to scopes of work & specifications for procurement support
- Demonstrated ability to make photo documentations, schedule progression and contractor coordination

**EDUCATION**

College of Engineering – New Orleans, LA – 2004

M.S Engineering Management (MSEM)

- GPA 3.52

Morehead State University – Kansas City, MO – 2003

BSE – Engineering Management

- GPA 3.43

**ADDITIONAL CAPABILITIES**

- Persistent and hardworking
- Strong sense of loyalty and commitment
- Marvelous communication skills
- Advance computer knowledge