**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