**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