

# ELAINE CAMERON

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## CONSTRUCTION PROJECT MANAGEMENT

~ Specializing in Residential and Light Commercial ~

Results-oriented and hands-on construction and development professional **with more than 15 years of expertise** in all facets of the construction industry. Verifiable track record for the successful completion of multimillion-dollar projects through coordinating trades, developing partnerships, and building positive rapport with architects, engineers, local officials, vendors, and clients while maintaining costs. Well-versed in contract negotiations, project estimating, impending design issues, document preparation, building code regulations, material procurement, and site management through certification of occupancy.

### Areas of Expertise Include:

- Leadership & Team Building
- Permit & Building Codes
- Construction Planning & Scheduling
- Critical Path Project Management
- Budget Analysis
- Quality Control Management
- Workplace Safety & Compliance
- Organization & Time Management
- Vendor & Materials Management
- Estimating & Job Costing

## EMPLOYMENT HISTORY

ABC Construction Limited – Somewhere, AB

1985 – Present

### Construction Site Manager

*Largest construction company in the somewhere area with an annual revenue of more than \$10M; employee population of approximately 300 skilled trades professionals.*

Plan, organize, and manage the overall residential and light construction development. Oversee design and blueprint review and analysis of projects, preparation of construction documents, bidding, negotiations, sub-contractor selection, material purchasing, project budget, building code compliance, project development, quality control, and certification of occupancy. Effectively supervise a diverse crew of 60 skilled trades workers.

### Selected Projects & Accomplishments:

- Quickly recruited to assist superintendent in troubleshooting structural issues during the construction of a 100,000 square foot school. **Project completed two weeks early and 5% under budget.**
- **Completed \$7M, 60-unit luxury condo one week early;** met 90-day deadline challenge with 25 days of rain.
- **Supervised the construction of 50,000 square foot warehouse.** Completed within deadline despite extensive material delays, architectural design challenges, and unforeseen sub-contractor union disputes.
- **Detected numerous design issues with a 150,000 square foot long-term care hospital.** Brought project in on time and within budget.
- **Achieved 100% project deliverable completions** while meeting strict deadlines and budget requirements.
- **Submitted 600+ bids annually, securing more than 75%.**
- **Reduced survey time by 50%** through the introduction of new instruments; expenditure recapped in two jobs.

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### Project Management

- **Slashed material and equipment costs 15%** by negotiating and establishing valuable vendor contracts with ABC Warehousing, Lumber Limited, and Building Supplies Limited.
- Recruited, scheduled, and supervised sub-contractors; developed and enforced company policies, procedures, and project safety guidelines.

### Client & Vendor Relations

- **Increased sales by 13%** through the education of clients on value-added extras to increase property value and life enjoyment.
- Scheduled client meetings, conducted needs assessment, and explained design concerns and cost-effective options; planned, estimated, and managed projects from inception to completion.
- **Negotiated cost estimates with clients;** maintained daily contact with clients on location sites.
- **Secured \$2M in new business** through exceptional customer relations, hard work, and word-of-mouth referrals.

### Staff Development

- **Developed strong employee and sub-contractor productivity** and ability to identify, isolate, and culminate work hazards.
- **Mentored through expertise in the construction industry** – became main source of information for staff through daily contact in a quick, professional, and considerate manner.
- **Increased productivity by 15%** - allowed workers to provide input into work processes that included scheduling responsibilities, completing jobs, and using experiences to complete tasks.
- **Reduced turnover 17%** by gaining trust and respect from employees through demonstrating an optimistic attitude, resolving issues immediately, and establishing open communication.
- **Established solid, positive, and productive work environment** by understanding the role and needs of all team members.

## EDUCATION & TRAINING

Journeyman Carpentry Ticket, NAIT, Somewhere, AB

Construction Bidding; Cost Control; Unit Price Estimating; Construction Management

Intensive Business Management Training with ABC Consulting

Commercial & Residential Construction Seminars

120 hours of Business Management Seminars

**Technical Skills:** Windows XP, Excel, Word, Access, Publisher, Internet, E-mail

**REFERENCES AVAILABLE UPON REQUEST**