

Matthew Sanchez

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Professional Summary

Industrious Construction Administrator seeking to expand upon field work experience. Adept at construction management in a variety of settings with the ability to meet often tight deadlines while maintaining strict quality standards. Specialize in multitasking and efficiently allocating resources.

Core Qualifications

- Strong administrative skills specific to the construction industry
- Comprehensive knowledge of construction-related design concepts
- Experienced with environmentally friendly construction methods
- Strong knowledge of building codes and construction regulations
- Adept at effectively tracking project progress with related software programs
- Proficient in construction-related budget planning
- Knowledge of construction contract structures
- Excellent problem solving skills
- Solid verbal and written communications skills

Experience

Construction Administrator

7/1/2007 - 5/1/2011

Parkland Engineering

New Parkland, CA

- Prepared client contracts and provided progress updates to clients.
- Oversaw construction work and ensured that key deadlines were met.
- Prepared records of construction progress and attended project meetings.
- Worked with engineers and architects when changes or adjustments were required.
- Performed periodic inspections of work and final inspections with clients.
- Coordinated with senior engineers on various projects as assigned.

Construction Administrator

6/1/2011 - 6/1/2014

Parkland Construction Company

New Parkland, CA

- Drafted schedule for construction employees
- Ensured staffing requirements were met for each project
- Supervised construction staff and deal with employee issues
- Hired specialized contractors for landscaping and masonry as needed
- Ensured that all work was completed in accordance with industry regulations
- Secured required permits and adhered to local zoning regulations
- Supervised all construction work to ensure on-time project completions
- Procured additional resources when necessary to meet project deadlines.

Education

Bachelor of Science - Construction Management

2007

University of California

New Parkland, CA