

PROFESSIONAL SUMMARY

Construction manager with 3+ years of experience planning and delivering commercial and multi-residential projects in Alberta, including 2 years as Assistant Construction Manager. Skilled in budgeting, scheduling, subcontractor management, quality control and safety under the Alberta Building Code and COR programs. Proven record of delivering projects on time and within 2% of budget. Seeking a Construction Manager / Project Manager role in Canada.

CORE COMPETENCIES

Project Delivery: Budgeting & cost control • CPM scheduling • Procurement & tendering • Change orders • Contract administration (CCDC) • Subcontractor management • Closeout & warranty

Technical: Alberta Building Code & National Building Code • Wood-frame & tilt-up construction • Building envelope • BIM coordination • RFIs & submittals • Quality control

Safety & Compliance: COR safety management • Site safety planning • Toolbox talks • Incident investigation • Permits & inspections

Software: Procore • Bluebeam • MS Project • Primavera P6 • Sage 300 CRE • PlanGrid • Excel

PROFESSIONAL EXPERIENCE

- Assistant Construction Manager

January 2025 - Present

[General Contractor] - Edmonton, AB

 - Manage up to 5 concurrent commercial and multi-residential projects (CAD \$22M combined), leading 60+ trade partners and delivering within 2% of budget.
 - Prepare and track schedules, procurement packages and change orders; kept 90% of milestones on or ahead of plan.
 - Coordinate design teams, inspections and municipal permits; cut RFI response time by 30% with Procore workflows.
 - Lead weekly OAC meetings and site safety walkthroughs; maintained zero lost-time incidents across 120,000+ man-hours.
- Project Coordinator / Site Supervisor

August 2022 - December 2024

[General Contractor] - Edmonton, AB

 - Supervised daily site activities for wood-frame and tilt-up builds; managed submittals, deficiency lists and closeout documents.
 - Prepared cost reports and progress claims; supported tendering for CAD \$30M of work.
- Construction Management Co-op (3 work terms)

2020 - 2022

[General Contractor] - Alberta

 - Assisted with estimating, scheduling and field inspections on commercial and institutional projects.

SELECTED PROJECTS

Project	Contract Value	Scope & My Role
4-Storey Wood-Frame Multi-Residential	CAD \$14.2M	Assistant CM for 86 units; delivered 3 weeks early with zero lost-time incidents.
Tilt-Up Distribution Warehouse (85,000 sq ft)	CAD \$11.5M	Site supervision and closeout; coordinated 14 trades on a compressed 9-month schedule.
Retail Tenant Improvements (6 sites)	CAD \$3.1M	Project coordination; all stores opened on schedule.

CERTIFICATIONS & SAFETY

- Gold Seal Certification (Project Manager / Construction Manager track) - in progress • PMP exam preparation - [if applicable]
- COR Internal Auditor (Alberta) • CSTS-09 • WHMIS 2015 • First Aid / CPR • Fall Protection • LEED Green Associate - [if held] • Class 5 driver's licence

EDUCATION

Bachelor of Science (BSc), Construction Engineering Management, Co-operative Program - [University Name], AB

2018 - 2022