

ZACHARY ROBERTS

1245 Mulberry Dr.
Lakeland, FL 33803
(863) 555-4793
jroberts@email.com

A Certified General Contractor with over 12 years of experience in project management of residential and commercial construction. Successful projects range from large-scale retail space to hurricane damage remodels to high-end luxury homes. Proven leadership and organization skills ensure the successful completion of projects within budget and on time. Strong communication skills promote effective negotiations, positive client/subcontractor relations and accurate construction documentation.

SKILLS & CERTIFICATIONS

- **Florida Certified General Contractor**
CGC1512422 – Feb 2006
(Current /Active Status)
 - OSHA Certified (30 hours)
 - LEED (Leadership in Energy and Environmental Design) Certified
 - Documentation preparation includes bids, leases, contracts and permits
 - Primavera and On-Schedule Scheduling Systems
 - Knowledge of CADD and architectural blueprints
 - Advanced Proficiency in MS Office Suite, MS Outlook, MS Project and Windows Operating Systems
 - ITA Class 7 Fork Lift Certified
-

EXPERIENCE

Director of Construction – MARKS DEVELOPMENT & CONSTRUCTION, LLC Feb 06 – present
Lakeland, FL

- Direct the project management of commercial and residential construction with budgets from \$5-50 million.
- Utilize strong leadership abilities to supervise up to five Construction Managers and three Area Managers with the execution of projects.
- Estimate, manage and process budgets from \$5-50 million including preparing and soliciting county, government and public bids.
- Manage the subcontracting process to ensure proper execution of work and compliance with contracts.
- Review invoices and project budgets to coordinate the guaranteed maximum price.
- Negotiate contracts, quantity takeoffs for both building and site work and deal with architects, engineers and owners for design build contracts.
- Communicate and meet with various officials to obtain permits and schedule inspections.

Examples of projects delivered on time and on budget:

- Villa Verde Subdivision 20 home high-end community - \$40 million
- Crow's Nest Subdivision 60 home community - \$50 million
- Haines City Wal-Mart - \$10 million
- Davenport City Plaza (12-store strip mall) - \$5 million
- Life Way Church Davenport - \$6.5 million

Project Manager/Site Manager – JOHNSTON CONSTRUCTION, LLC Orlando, FL Feb 03 – Jan 06

- Project management for commercial construction including retail big box, tenant finish/build out and special projects.
- Managed job start up and scheduled planning through project completion and closeout while identifying and implement cost and time saving measures during purchasing as well as providing assistance in estimating and bid process.
- Monitored subcontractor's performance to ensure the project was constructed in accordance with the contract and standards.
- Provided leadership and participated in schedule logic reviews, weekly project team meetings, mid-project review, client meetings and other completion necessary meetings as required.
- Coordinated inspections with local municipalities to ensure project adhered to building codes.
- Developed and created documents for bids, contracts and subcontractor awards.

Examples of projects delivered on time and on budget:

- In-Bloom Florist - \$500 thousand
- Dundee Baptist Church - \$1.5 million
- Mid Florida Credit Union - \$1 million
- Sea World Orlando Florida – ongoing special projects
- Crystal Lake Elementary School - \$300 thousand

Superintendent – DAVENWOOD HOMES

Atlanta, GA May 01 – Jan 03

- Collaborated with warranty department to maintain a strict schedule of subcontractors for mold remediation and repairs in residential homes.
- Functioned as liaison between homeowner and subcontractor to bring hurricane damaged remodel repairs to successful completion.
- Maintained strict schedule of production process to forward homes from drywall stage to closing.
- Supervised job sites, managed trade duties and scheduling and conducted project meetings.

Site Manager - ASHTON REMODELING (General Contractors)

Atlanta, GA Jun 98 – Apr 01

- Full cycle project planning and implementation including bidding, document preparation, material purchasing, project budget, estimating and negotiations.
- Planned, organized and managed overall residential/light commercial repair, remodeling and construction development.
- Maintained positive relationships with customers and clients while conducting needs assessment, explaining design concerns, project scope and cost-effective options.
- 100% project completion on time while meeting strict timelines and budget requirements.
- Maintained databases and financial spreadsheets for client tracking and forecast models.

EDUCATION

Bachelor of Arts – Management
University Of South Florida
Tampa, Florida

Associate of Arts – Architecture/Drafting
Daytona Beach Community College
Daytona Beach, Florida