Robert Smith

**General Manager (Operations)**

Phone (123) 456 78 99

Email: [info@website.com](mailto:info@website.com) Website : [www.Website.com](http://www.Website.com) LinkedIn: linkedin.com/username Address: 1737 Marshville Road, Alabama

# SUMMARY

2 years of experience as a General Manager is looking to earn an opportunity to perform challenging construction management responsibilities for wireless and wireline infrastructure deployments in the telecommunications industry.

# SKILLS

Familiar With Macromatix And Similar Programs., Familiar With Multiple POS Systems, Quickbooks, Microsoft Publisher, Microsoft Office Suite, and Excel.

# WORK EXPERIENCE

## General Manager (Operations)

ABC Corporation ­ May 2013 – August 2014

* Maintain detailed knowledge of contract scope, proper construction methods of procedure, and safety requirements.
* Manage all aspects of site construction from initial site walk down to turnover.
* Order materials on a site by site basis identify potential risks and develop mitigation plans for lead construction manager provide information on a daily conference call to project manager on project progress.
* Performed daily site visits to inspect safety practices and ensure timely construction progress and adherence to quality requirements.
* Completed site punch walks notifying any and all deficiencies and scheduling their correction

with contractors.

* Maintain close relationships with contractors to ensure a good working environment.
* Oversaw front of house personnel to maintain adequate staffing and minimize overtime.

## Construction Manager

ABC Corporation ­ February 2012 – April 2013

* Manage internal and outsourced ground and tower crews per the defined scope of work and provide daily updates to the project manager.
* Create and distribute updated daily construction schedule for sprint and t-mobile LTE projects

with run rates of 10 sites per week.

* Ensure crew adherence to schedule, create and maintain project tracker following daily progress with forecasted completion dates, and assign proper personnel and equipment to complete work.
* Facilitated new operations that helped to obtain platinum customer service delivery records for our for 6 months in a row.
* Responsible for ordering consumables, maintaining warehouse inventory levels, and procuring

and tracking necessary tools.

* Complete, gather, and quality-check all pre and post construction documentation necessary for site completion.
* Responsible for completing pre-construction site audits for 80 t-mobile sites in Texas and

South Florida.

# EDUCATION

Bachelor Of Science in History - (University Of Pittsburgh)Leadership - (NIC Head Start Program And Local Elementary School)Management - June 1993(Retail Design Center - Mission Viejo, CA)