

# Steve Jones

## Personal

**Name**  
Steve Jones

**Address**  
788 Josephine Street  
75001 Dallas, Texas

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555-123-4567

**Email**  
example@cvmaker.com

## Skills

Project Management	Expert
OSHA Compliance	Expert
Leadership	Expert
Bi-Lingual (Spanish)	Expert
Attention to Detail	Expert
Problem Solving	Experienced

Safety-first and accomplished project manager with 10+ years of residential construction experience seeking to join the team at RD Johnson Builders in Dallas, Texas. CMAA Certified Construction Manager, holding multiple safety certifications through OSHA, NASP, and USGBC, who focuses on worksite safety, completing projects on time, within scope, and budget. Certified electrician, plumber, and roofer, who is an exceptional communicator, results-driven, and detail-oriented. Always channels constructive criticism into learning experiences and develops team members throughout the process.

## Relevant Experience

**Project Manager** Aug 2018 - Present  
*J & J Home Builders, Baytown, Texas*

- Currently managing a 130-unit custom residential home construction project in Baytown, Texas over a period of four years.
- Leads and mentors a team of 75 contractors, crew members, suppliers, and specialists, while maintaining a 100 percent worksite safety record.
- Negotiated subcontractor and supplier contracts that saved \$650,000 in materials costs over three years while maintaining on-time delivery and zero delays in production.
- Completed the first three phases of construction on time, within budget, and with ZERO failed inspections.

**Project Manager** Jun 2012 - Jul 2018  
*Davis Custom Homes, Aurora, Colorado*

- Successfully managed a custom luxury home development project including 65 units in excess of 4,000 square feet, involving 105 team members, subcontractors, and suppliers.
- Resolved worksite delays due to weather and supply chain disruptions to complete all phases of development and construction on time, while reducing the project budget by 5%.
- Maintained an onsite safety record above 98% over a period of six years, while working during winter weather conditions in Colorado.
- Ensured all permits, contracts, insurance, payroll, and supplies were paid on time without delay.

## Education

**B.S. - Construction Management** Sep 2006 - Jun 2010  
*Colorado School of Mines, Golden, Colorado*

## Construction Certifications

- Certified Construction Manager (CMAA) - 2011
- Occupational Safety and Health Administration (OSHA) - 2011
- The National Association of Safety Professionals (NASP) - 2013
- U.S. Green Building Council (USGBC) - 2019
- National Council of Examiners for Engineering and Surveying (NCEES) - 2012

## References

**David Jones** J & J Home Builders  
*On Request*

**Fred Davis** Davis Custom Homes  
*On Request*