



# MICHAEL ANDERSON

## LEAD CONSTRUCTION PROGRAM MANAGER

### CONTACT

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- michael.anderson@email.com
- San Francisco, CA

### SKILLS

- Construction Management
- Team Leadership
- Quality Assurance
- Budgeting
- Communication
- Problem Solving

### LANGUAGES

- English
- Spanish
- French

### EDUCATION

**BACHELOR OF SCIENCE IN CIVIL ENGINEERING, STANFORD UNIVERSITY**

### ACHIEVEMENTS

- Delivered a \$30 million retail project under budget and ahead of schedule.
- Recognized for excellence in project management with the 'Exceeding Expectations' award.
- Implemented a safety program that reduced workplace incidents by 40%.

### PROFILE

Strategic and results-oriented Construction Program Manager with a robust 12-year track record in driving complex construction initiatives within the commercial sector. Expertise in developing comprehensive project plans that align with organizational goals while ensuring stakeholder satisfaction. Demonstrates a keen ability to manage multi-disciplinary teams, fostering a collaborative environment that promotes innovation and efficiency.

### EXPERIENCE

#### LEAD CONSTRUCTION PROGRAM MANAGER

##### Premier Development Group

*2016 - Present*

- Oversaw the planning and execution of high-profile commercial projects, ensuring adherence to timelines.
- Coordinated with architects, engineers, and contractors to ensure design specifications were met.
- Introduced a project tracking system that improved on-time delivery rates by 25%.
- Facilitated stakeholder meetings to align project objectives and expectations.
- Managed a team of project coordinators, providing mentorship and guidance.
- Conducted post-project evaluations to identify areas for improvement and best practices.

#### PROJECT COORDINATOR

##### Urban Constructors Inc.

*2014 - 2016*

- Assisted in the management of residential construction projects, focusing on client communication.
- Maintained project timelines and budgets, reporting variances to senior management.
- Supported the procurement process for materials and subcontractor services.
- Organized project documentation to ensure compliance with regulatory standards.
- Collaborated with site managers to monitor construction activities and safety compliance.
- Participated in project kickoff meetings to establish roles and responsibilities.