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## SKILLS

- Project Coordination
- Quality Control
- Client Relations
- Budget Management
- Safety Compliance
- Process Improvement

## EDUCATION

**BACHELOR OF SCIENCE IN  
CONSTRUCTION MANAGEMENT,  
UNIVERSITY OF TEXAS AT AUSTIN**

## LANGUAGE

- English
- Spanish
- German

## ACHIEVEMENTS

- Completed over 50 residential projects with a 95% client satisfaction rate.
- Recognized for outstanding project management with the 'Top Performer' award.
- Increased project efficiency by 20% through process optimization initiatives.

# Michael Anderson

## RESIDENTIAL PROGRAM MANAGER

Dedicated Construction Program Manager with a notable 9-year career in managing residential construction projects. Recognized for a strong ability to streamline processes and enhance productivity while maintaining high standards of quality. Expertise in coordinating with various stakeholders, including clients, subcontractors, and regulatory agencies, to ensure project success. Demonstrates a solid understanding of building codes and construction regulations, ensuring compliance throughout all phases of project development.

## EXPERIENCE

### RESIDENTIAL PROGRAM MANAGER

Home Builders Co.

2016 - Present

- Managed the execution of residential construction projects, ensuring timely completion and client satisfaction.
- Coordinated with internal teams to enhance communication and project efficiency.
- Oversaw quality control measures to guarantee adherence to building standards.
- Developed project schedules and budgets, tracking progress against established goals.
- Engaged with clients to understand their needs and expectations throughout the project lifecycle.
- Facilitated safety training sessions for on-site personnel.

### CONSTRUCTION SITE SUPERVISOR

BuildRight Homes

2014 - 2016

- Supervised daily construction activities on residential projects, ensuring compliance with safety regulations.
- Managed subcontractor performance, ensuring quality and timeliness of work.
- Conducted regular site inspections to assess project status and identify issues.
- Maintained project documentation and reports for management review.
- Collaborated with project managers to develop effective solutions for on-site challenges.
- Trained new staff on safety practices and company protocols.