



# MICHAEL ANDERSON

## PROJECT MANAGER

### PROFILE

Proficient Site Manager with a solid 10-year background in the construction industry, specializing in residential and commercial property development. Recognized for exceptional leadership abilities and a commitment to delivering projects that exceed client expectations. Expertise in resource management, scheduling, and contract negotiation, ensuring optimal project outcomes. Strong focus on sustainable building practices and integrating innovative construction technologies.

### EXPERIENCE

#### PROJECT MANAGER

##### Urban Developments LLC

2016 - Present

- Directed multiple residential development projects with budgets exceeding \$10 million.
- Coordinated the activities of subcontractors, ensuring timely project progression.
- Developed project timelines and monitored milestones using Gantt charts.
- Implemented sustainable practices, reducing waste by 30% during construction.
- Negotiated contracts with suppliers, resulting in a 15% cost reduction.
- Reviewed and approved project drawings and specifications for accuracy.

#### ASSISTANT SITE MANAGER

##### GreenBuild Corp.

2014 - 2016

- Assisted in managing site operations for a luxury apartment complex.
- Maintained safety standards and conducted weekly safety meetings.
- Monitored project budgets and tracked expenses against forecasts.
- Provided technical guidance to construction teams to ensure adherence to architectural designs.
- Facilitated communication between clients and project teams, enhancing satisfaction.
- Utilized construction management software for project tracking and reporting.

### CONTACT

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

### SKILLS

- Leadership
- Contract Negotiation
- Sustainable Practices
- Budget Management
- Communication
- Problem Solving

### LANGUAGES

- English
- Spanish
- French

### EDUCATION

BACHELOR OF SCIENCE IN CIVIL  
ENGINEERING, STATE UNIVERSITY, 2013

### ACHIEVEMENTS

- Awarded 'Best Project of the Year' for innovative design and execution.
- Increased project efficiency by implementing new scheduling techniques.
- Recognized for outstanding client service and satisfaction ratings.