



Michael ANDERSON

SITE LEAD

Dedicated Site Manager with a robust 8-year background in the residential construction sector, focusing on high-quality homebuilding and renovation projects. Proven ability to manage all phases of construction, from initial planning through to project completion, ensuring adherence to client specifications and industry standards. Strong interpersonal skills foster effective communication with clients, subcontractors, and team members, promoting a collaborative work environment.

CONTACT

- 📞 (555) 234-5678
- ✉️ michael.anderson@email.com
- 🌐 www.michaelanderson.com
- 📍 San Francisco, CA

SKILLS

- Homebuilding
- Client Communication
- Budgeting
- Scheduling
- Quality Assurance
- Team Collaboration

LANGUAGES

- English
- Spanish
- French

EDUCATION

**ASSOCIATE DEGREE IN
CONSTRUCTION TECHNOLOGY,
COMMUNITY COLLEGE, 2015**

ACHIEVEMENTS

- Awarded 'Project Manager of the Month' for outstanding project delivery.
- Achieved a customer satisfaction rating of 95% on completed projects.
- Implemented a new tracking system that improved project visibility.

WORK EXPERIENCE

SITE LEAD

HomeBuild Co.

2020 - 2025

- Managed residential construction projects from ground-up to completion.
- Coordinated with architects and engineers to ensure design accuracy.
- Monitored project budgets and timelines, maintaining strict adherence to schedules.
- Conducted site safety audits and implemented corrective measures.
- Communicated with homeowners to address concerns and provide updates.
- Utilized construction management software for project documentation.

CONSTRUCTION COORDINATOR

RenovateRight Inc.

2015 - 2020

- Assisted in managing renovation projects for high-end residential properties.
- Prepared detailed project reports and presented updates to stakeholders.
- Facilitated communication between clients and subcontractors to ensure alignment.
- Tracked project expenses and ensured compliance with budgets.
- Conducted inspections to ensure quality standards were met.
- Organized and led weekly project meetings to assess progress.