



# LINDA LEWIS

CONSTRUCTION MANAGER

## SUMMARY

Professional construction manager with 5+ years of experience, expert in managing multi-million dollar projects from conception to fruition.

## SKILLS

- Emotional Intelligence
- Entrepreneurial Qualities
- Strong Communication
- Leadership
- Risk Management
- Negotiation
- Personal organization
- Project Recovery
- Task Management
- Business Case Writing
- Meetings Management
- A Sense of Humour
- Adaptability

## EDUCATION BACKGROUND

Blackwell University

COLLEGE OF SCIENCE, CLASS OF 2021

## CERTIFICATES

- Concrete Transportation Construction
- Coating Inspector
- Risk Management Professional (PMI-RMP)

## WORK EXPERIENCE

Construction Project Manager

*BLACKWELL LAB • APRIL 2020 TO 2022*

- Ensured that construction activities move according to predetermined schedule
- Scheduled subcontractors, consultants, and vendors in critical path to ensure timely completion

Construction Manager

*FINCOR CONSTRUCTION • MAY 2016 TO APR 2020*

- Monitored the progress of the construction activities on a regular basis and hold regular status meetings with all the sub-teams
- Presided at pre-construction meeting with each subcontractor
- Assisted in budgeting, bidding, and award of subcontracts



123-456-7890



123 Anywhere St.,  
Any City, State, Country  
12345



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