

Gabe Connor

19 Lawnside Drive
Leichhardt NSW 2041

Home: (02) 9999 9999
Mobile: 0414 981 062
Email: gabec@optusnet.com.au

CONSTRUCTION PROJECT MANAGEMENT

Consistently delivers on or ahead of schedule and under budget by assessing & resolving issues.

---Specialising in Light Commercial Contracts---

Hands-on construction professional with a verifiable track record for the successful completion of high quality projects through coordinating and maximising trade performance; assessing and resolving impending design problems; developing partnerships; building positive rapport with architects, engineers, local councils, and vendors; and delivering a superior level of client service while maintaining costs. Versed in project management, contract negotiation, project estimating, document preparation, building code and regulations, material purchasing, site management through certification of occupancy.

KEY ATTRIBUTES:

- **Communication skills** tested by liaising with clients, tradespeople, management and vendors.
- **Project management skills** tested by consistently delivering on or ahead of schedule and under budget.
- **Leadership tested by hiring own labour** to increase productivity, profitability, and health & safety.
- **Ethics and integrity**, with a strong awareness of building codes and regulations.

AREAS OF EXPERTISE

- | | | |
|----------------------------------|---------------------------------|------------------------------------|
| ▪ Planning & Scheduling | ▪ Budget Analysis | ▪ Permitting & Building Code |
| ▪ Estimating & Job Costing | ▪ Site Management | ▪ Client & Contract Negotiations |
| ▪ Team Building & Leadership | ▪ Quality Control Management | ▪ Organisation/Time Management |
| ▪ Safety & Compliance Management | ▪ Vendor & Materials Management | ▪ Critical Path Project Management |

KEY PROJECTS & ACCOMPLISHMENTS

- Oversaw project management for \$2.5M 28 level fitout with 22 tradespeople. Project was **completed ahead of schedule and anywhere between 15-25% under budget**, despite material, sub-trader and installation issues.
- **Project managed numerous smaller projects (\$100K - \$400K)** on or ahead of schedule, ensuring costs and wastes were maintained by keeping labour force low and materials ordered as needed. Despite constant client changes in construction design and extra labour required for one particular project, project was still achieved 7% under budget.
- **Achieved an excellent safety and productivity record** by hiring own labour. Developed, built and maintained strong relations with reliable tradespeople by treating workers well on the job, and keeping in touch with excellent workers to recruit them for subsequent jobs.
- Managed tight time frame for 6 floors of suspended ceilings and bulk heads to the value of \$420,000. Project **completed on time and within budget despite** productivity issues on work completion.
- **Met and strategized with clients** to assess architectural and design needs, define their goals, and provide workable solutions in the development of projects.

PROFESSIONAL EXPERIENCE

HANSEN COMMERCIAL INTERIORS –*Sydney, NSW*

July 1995 to Present

Building Supervisor

Plans, organises and manages the management of projects, including overseeing the planning process; monitoring and coordinating work with architects and designers; compliance management and quality control; ensuring project delivery to specifications, budgets and timelines; preparing financial and progress reports for sites; hiring and supervising tradespeople in; and approval of all trade invoices, contracts, purchase orders and change orders.

Key Contributions:

Project Management

- **100% project completion** on or ahead of schedule while meeting strict timelines and budget requirements. Key projects include-
 - Ornate plaster ceilings with detailed shapes and heights for 28 level fitout completed 3-weeks ahead of schedule.
 - Detailed suspended ceiling for 28 level fitout completed 2-weeks ahead of schedule.
- **Saved up to 20% in material expenses** for detailed suspended ceilings by sourcing and negotiating prices with multiple vendors.
- **Achieved a 100% on the job safety record for all projects** by ensuring staff understood work safe practice methods through hazard communication and solutions; ensuring proper safety equipment used at all times; and ensuring that OH&S guidelines were adhered.

SNAPSHOT

The Company: Building services company specialising in office partition fitouts.

Staff Supervised:

- Up to 22 trades people at any given time.

Key Responsibilities:

- Site supervision
- Liaising with building management, architects, designers & clients
- Site quantity specification
- Materials ordering
- OH&S compliance
- Sub-trade selection and supervision.

Client Relations

- **Implemented strong client relationship management** techniques in organising, planning, and leading multiple projects simultaneously on time and under budget. Ensured a commitment to excellence in service was always maintained, leading to repeat and referral business.
- **Strategized with clients to assess building and design needs**, define goals and challenges, provide workable solutions, determine budgets, provide alternative methods where needed, determine design direction, and set project timeframes.

Business Operations & Staff Development

- **Improved trade performance and averted project issues** by ensuring best practices and procedures, better materials, hiring trusted tradespeople, and allowing workers to provide input into the work processes and use experience to complete tasks.
- **Gained trust and respect from employees and tradespeople** by demonstrating an optimistic attitude, resolving problems immediately and establishing open communication. Mentored through expertise in the industry and understanding the role and needs of all team members.

■ ■ ■

MERSK CONSTRUCTION PTY LTD –*Sydney, NSW*

Mar 1994 to Jul 1995

Supervisor

Leveraged efficient management abilities to coordinate all trades, material, and equipment to ensure that all tasks were carried out as per schedule within stipulated times with quality. Brought projects back on schedule and improved productivity by hiring own labour when required.

Key Contributions:

- **Secured repeat business and increased profits** by balancing, prioritising, and managing incoming project requests with competing demands and differing needs relative to scope, time, cost and quality.

PROFESSIONAL EXPERIENCE CONTINUED...

- **Turned around mismanaged projects** by co-ordinating additional trades and putting projects back on track by changing project work schedules to ensure each phase of the project was completed in the proper sequence.
- Managed tight time frame for 6 floors of suspended ceilings and bulk heads project to the value of \$420,000. Project **completed on time and within budget despite** productivity issues, however through project communication, regular meetings, and re-clarification of project objectives this was overcome.
- **Increased productivity** by hiring trusted tradespeople. Developed, built and maintained strong relationships with reliable tradespeople over many years, resulting in a team of traders that could be relied on to deliver quality projects on time.



NORTH STAR CONTRACTORS – *Canberra, ACT*

1982 to 1984

Supervisor

Supervised trades teams and maintained a productive and happy site by treating staff well, regular communication, and staying in control of any situation. Excellent staff leadership and management of materials to keep costs and waste to a minimum, resulted in a productive site that was better situated for revenue profit growth.

Key Contributions:

- **Resolved poor workmanship issues** by managing and overseeing the work of all trades involved in project activities and ensuring staff were appointed to tasks that complimented their strengths. This led to improved/excellent workmanship, minimal issues and satisfied clients.
- **Maintained communication by ensuring** staff, management, and all trades were kept informed of work program schedules, scope, tasks, and expected deliverables through regular meetings



Site Foreman/Supervisor, ROZELLE PARTITIONS PTY LTD – *Sydney, NSW*

1980 to 1985

EDUCATION & QUALIFICATIONS

Apprenticeship in Plastering

INFORMATION TECHNOLOGY

Tools: MS Suite: Word, Excel, Project, Outlook, Internet, Email

Platforms/OS: PC/MAC, Windows 2000

REFERENCES AVAILABLE UPON REQUEST

THIS CLIENT HAD COME TO ME AS HE WAS WANTING TO MOVE AWAY FROM MORE OF THE HARD LABOURING TO PROJECT MANAGEMENT OF CONSTRUCTION PROJECTS WHERE HE BASICALLY OVERSAW THE TEAMS AND PROJECTS SINCE HE WAS IN HIS FIFTIES.

HE HAD MANAGED QUITE A FEW PROJECTS AND HAD THE SKILLS THAT A LOT OF CONSTRUCTION COMPANIES WERE WANTING AS HE KNEW HOW IT ALL WORKED FROM A TEAMS AND A CLIENTS PERSPECTIVE HAVING DONE IT ALL.

HE'S ONLY PROBLEM WAS TRYING TO WRITE A RESUME WHICH DEMONSTRATED HIS VALUE TO A PROSPECTIVE EMPLOYER. HE KNEW HE COULD DO IT, IT'S JUST HIS CURRENT RESUME WASN'T DEMONSTRATING HIS POTENTIAL.

THEREFORE, CREATED A RESUME WITH A BRANDING STATEMENT AND HIGHLIGHTS SECTION TO DEMONSTRATE HIS PROJECT WORK. AS HE HAD BROUGHT QUITE A FEW PROJECTS IN UNDER BUDGET AND AHEAD OF SCHEDULE, UTILISED THIS IN THE HIGHLIGHTS SECTION.

I BROKE HIS EXPERIENCE UP INTO SEPARATE SECTIONS TO DRIVE HOME HIS EXPERIENCE FOR MANAGING PROJECTS – CLIENTS, TEAMS, OPERATIONS AND PROJECTS. THIS WAS TO CLEARLY DEMONSTRATE TO A POTENTIAL EMPLOYER THAT HE HAD IT ALL.

TO DEMONSTRATE HIS LEADERSHIP TRAITS AND A CAREER TRACK OF LEADERSHIP POSITIONS, I ADDED ANOTHER TWO POSITIONS WITH ACHIEVEMENTS.

RESULT: CLIENT WAS OVERWHELMED AS HE GOT A PROJECT MANAGEMENT POSITION WHERE HE COULD NOW SIT IN THE OFFICE AND MANAGE TEAMS WITHOUT HAVING TO WORRY ABOUT THE HARD LABOUR SIDE OF PROJECTS.