

# Maxine Curry

## Construction Manager

### AREAS OF EXPERTISE

Field supervision  
Sub-contractor selection  
Home construction  
Cost management  
Project management  
Construction management

### PROFESSIONAL

French speaker  
First Aider

### PERSONAL SKILLS

Passionate  
Forward thinking  
Focused  
Hard working

### CONTACT

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Driving license: Yes  
Nationality: British

### PERSONAL SUMMARY

A sharp, energetic and effective Construction Manager who is able to oversee and direct construction projects from conception right through to completion. Maxine comes to you as an experienced operator who has in the past has been in charge of major building projects with a value of over \$5 million. In addition to this she has extensive knowledge of the policies, procedures, and regulations relating to building construction. On a personal level she is someone who will maintain a professional appearance and demeanor at all times. Right now she would like to join a company that will offer her interesting work, new challenges and continuous learning opportunities.

### WORK EXPERIENCE

#### Company name – Location

CONSTRUCTION MANAGER Jun 2013 – Present

Responsible for providing leadership to the team and for managing and overseeing the day-to-day construction of a building project.

#### Duties:

- Being the company's main representative with clients.
- In charge of the budgeting, organisation, implementation and scheduling of construction projects.
- Directing the work of sub-contractors.
- Ensuring that contractual obligations are fully met.
- Determining and recommending the labour force, materials, and equipment requirements for a construction project.
- Identifying the risks and opportunities involved in all aspects of a building project.
- Making safety inspections and ensuring construction and site safety.
- Selecting and assigning staff for specific duties.
- Inspecting any work in progress to ensure that it is up to standard.

Company name - Location JOB TITLE Dates (i.e. Aug 2011 – Jun 2013)

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### KEY SKILLS AND COMPETENCIES

- Putting together a management team that is committed to integrity, quality and customer satisfaction.
- Ability to handle multiple tasks and coordination of work crews concurrently.
- Using specialist construction management computer applications.
- Identifying staff development and training need.
- Sound knowledge of equal employment opportunity policies and practices.

### ACADEMIC QUALIFICATIONS

Nuneaton University 2008 - 2011  
BSc (Hons) Sales Management

Coventry Central College 2005 - 2008  
A levels:  
Maths (A) English (B) Technology (B) Science (C)

REFERENCES – Available on request.



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