**Jeffrey Richards**  
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**Summary**

Highly motivated construction expert with a wide variety of skills. Over twenty years of professional experience in the industry with a laser-focused attention to detail. Ability to work productively in both individual and team settings. Years of experience in various areas related to construction, including but not limited to: plumbing, carpeting, upholstery, roofing, and tiling. Enthusiastic worker with a strong desire to continue learning new skills and to ensure that clients, employers, and customers are satisfied with their finished product.

**Working Experience**

**February 2012 to October 2014 - Laborers United LLC, Fresno, California**

**Responsibilities:**

* Install and repair carpeting and upholstery;
* Perform various scheduled maintenance tasks, such as cleaning and repairing equipment;
* Consult with clients and ensure that projects are fine tuned to fit their specifications;
* Utilize various power tools in order to carry out a variety of construction tasks;

**Achievements:**

* Improved overall company productivity by 10%;
* Managed various projects that went significantly under the allowed budget, up to 25%;  
  for one particular project;
* Assisted in the training of new hires in order to bring them up to the skill level required to perform job duties;

**November 2014 to May 2017 - Manual Laborers LLC, Fresno, California**

**Responsibilities:**

* Perform maintenance and routine cleaning on various construction vehicles;
* Ensure all clients and supervisors are satisfied with the quality of work being generated;
* Utilize various tools and equipment to carry out a wide variety of construction related duties;
* Operate construction related vehicles, such as forklifts and bulldozers as needed;

**Achievements:**

* Participated or managed hundreds of different projects, ensuring compliance with company safety and quality assurance policies;
* Contributed towards the construction of a wide variety of homes, buildings, and other smaller projects as well;
* Improved overall company productivity levels by 15% through hard work and motivating coworkers;

**Education and Academic Training**

**Fresno State University**  
*Bachelor's Degree in Construction Management, June 2009*

**Job Related Skills**

* Experience in carpentry;
* Demolition experience, including the operation of related vehicles;
* Ability to use Microsoft Office applications as needed;
* Expertise with blueprint reading and other technical documentation;

**General Skills**

* Excellent at working in both individual and team environments;
* Ability to lift up to 80+ pounds;
* Great communications skills with the ability to work with a variety of people from different backgrounds;