**Construction Superintendent Resume Sample 1**

**John Smith**
1985 Charles Bronson Highway, Houston, Texas 14958
*JSmith49@email.com*
299-494-5225

**A. Summary**

My career as a construction superintendent began over 15 years ago at B and H Construction Services. While there, I oversaw construction projects that had operating budgets as high as $2.5 million. In addition, I am also familiar with residential construction site project management as well. I have managed teams as small as three people and as large as 30. I have also received construction trades vocational training at the PR Brax Vocational Institute. I am looking for an opportunity to grow and develop my professional and personal skills.

**B. Working Experience**

**November/2014 - Present - Flax and Son Construction Services, Katy, Texas**

**Responsibilities:**

* Supervise contract workers to ensure all appropriate safety regulations are being followed
* Assist with the planning and drafting phase by reaching out to engineering professionals
* Balancing spending to ensure projects remain in line with budgetary requirements
* Providing status reports to the client each week

**Achievements:**

* Achieved an average cost reduction of eight percent for parts and labor
* Zero workplace injuries reported during my tenure
* Job completion prior to the deadline over 98 percent of the time

**January/2010 - November/2014 - Parkston Construction and Demolition, Pecking Bay, Texas**

**Responsibilities:**

* Bid for new projects and contact prospective clients
* Act as the primary point of contact for the client and answer any questions that they have
* Balance the operating budget each week and ensure spending remains within the desired goal
* Ensure that all relevant permits have been applied for and are posted correctly

**Achievements:**

* Successfully completed a $1.2 million project two months before schedule
* Reduced workforce turnover by approximate 14 percent
* Zero tardies or absences for two years straight

**March/2006 - January/2010 - Daleview Construction and Renovation, Daleview, Texas**

**Responsibilities:**

* Facilitate the hiring process for contract workers and licensed professionals
* Partner with engineers to draft building plans
* Apply for permits and other licenses with state and city agencies
* Balance the project budget each week to ensure expenses are kept in check

**Achievements:**

* Successfully completed the Grand Mall construction project in Pecking Bay in 2011
* Reduced daily operating expenses by approximately six percent
* Zero workplace injuries for almost three years

**C. Education and Academic Training**

AAS in Construction Management, University of Texas, Austin, TX, 2002
High School Diploma, Princeton High School, Princeton, TX, 1991

**D. Job Related Skills**

* CAD training
* Basic woodworking and carpentry skills
* Finances management skills
* Safety regulations knowledge

**E. General Skills**

* Fluent in Spanish and English
* Basic understanding of accounting procedures
* Familiar with Microsoft Office