**General Contractor Resume Sample 1**

**George Smith**
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**A. Summary**

Watching as new homes rose from the ground up was one of the main things that started me on the path to becoming a general contractor. With over 10 years of experience as a general contractor, I have committed myself to ensuring clients are satisfied with their finished project. I am eager to continue my long-term professional growth with a company that has the same commitment to excellence that I do, and I believe your company fits the bill.

**B. Working Experience**

**September/2014 - Present - Bob’s Remodeling and Construction Service, Pensacola, Florida**

**Responsibilities:**

* Managed billing statements and invoices for clients
* Monitored cash flow to ensure a smooth and consistent operating budget
* Established set milestones to facilitate contract completion by the given due date
* Assisted with the hiring of contract employees and licensed workers

**Achievements:**

* Perfect safety record for the past three years
* Achieved an average supply cost savings of three percent
* Average job completion date of one week prior to target

**February/2010 - September/2014 - Smithfield Construction, Davenport, Florida**

**Responsibilities:**

* Oversaw multiple subordinate level employees to ensure compliance with safety guidelines
* Placed bids for both residential and commercial level projects
* Recommended engineers and other licensed professionals as needed
* Assisted with various functions like demolition and basic carpentry

**Achievements:**

* Perfect attendance for two straight years
* Reduced contractor turnover rate by eight percent
* Consistently high customer satisfaction survey reports

**January/2008 - February/2010 - Fixer Upper Construction Solutions, Daytona Beach, Florida**

**Responsibilities:**

* Performed demolition work, framing, and low voltage wiring
* Dropped off permitting applications with various state and city agencies
* Established an operating budget with clients and helped facilitate cost savings measures
* Managed an average team member count of eight subordinate workers

**Achievements:**

* Achieved an average labor reduction of two percent
* Successfully completed a $1 million commercial project
* No reported workplace injuries

**C. Education and Academic Training**

BA in General Studies, University of South Florida, Tampa, FL, 2008
High School Diploma, Pensacola Public High School, Pensacola, FL, 2000

**D. Job Related Skills**

* Basic carpentry skills for framing and foundation work
* Well versed in current OSHA regulations and procedures
* Ability to run a project and see it to completion
* Skilled at filing paperwork
* Knowledgeable in the types of specialists required to complete a project

**General Skills**

* Familiar with local and state office locations for permitting applications
* Adept with a wide range of power tools including electrical saws and drills
* Established connections with several licensed professional trade groups