**General Contractor Resume Sample 2**

**Mark Smith**
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**A. Summary**

I started my career as a general contractor by helping my father with miscellaneous odd jobs throughout the neighborhood. Since then, I have worked with a wide range of commercial and residential clients managing projects as large as $1.2 million. I strive for perfection in my work and am looking for a company that adheres to the same standard of excellence and professionalism. I believe I could grow as a general contractor at your company, and that your company would, in turn, benefit from my skills and experience as a contractor.

**B. Working Experience**

**March/2015 - Present - Shawn and Terry’s Construction and Demo Service, Little Rock, Georgia**

**Responsibilities:**

* Facilitated the bidding process by contacting potential clients via telephone
* Ensured all licensed employees were up to date on their relevant certifications
* Set a firm operating budget and ensured cost-saving strategies were followed
* Worked with city and state representatives to get permits approved

**Achievements:**

* Grew annual business by approximately 6 percent
* Significantly reduced workplace injury count
* Successfully completed a $1.2 million commercial contract in less than four months

**November/2012 - March/2015 - Spartan Construction Services, Atlanta, Georgia**

**Responsibilities:**

* Communicated planning developments directly to the client
* Helped with basic labor tasks like framing and wiring
* Ensured license information was up to date for qualified workers
* Replaced tools as necessary

**Achievements:**

* Grew commercial account business by two percent annually
* Cut employee turnover by approximately 15 percent
* Maintained a 4-star customer review quality score

**April/2009 - November/2012 - Jack and Hammer Construction, Barrickston, Georgia**

**Responsibilities:**

* Applied for permits with the appropriate city and state agency for the area
* Conducted interviews with contractor applicants twice a year
* Worked with clients to set a firm operating budget total
* Ensured team members followed safety procedures at all times

**Achievements**

* Zero workplace accidents for all jobs on record
* Perfect attendance for three-quarters straight
* Successfully negotiated a contract with a Fortune 500 company

**C. Education and Academic Training**

BS in Applied Mathematics, Georgia College & State University, Milledgeville, GA, 2008
High School Diploma, Georgetown High School For The Performing Arts, Georgetown, GA, 2002

**D. Job Related Skills**

* Sound understanding of permitting requirements for the area
* Basic carpentry and plumbing skills
* Project organization skills
* Leadership skills that allow me to run a team of contractors
* Skilled at conducting interviews

**E. General Skills**

* Experienced with accounting software like QuickBooks
* Fluent in English, Spanish, and French
* Class A CDL for debris removal and transport of large equipment
* Excellent communication skills
* Work best in a teamwork environment