

- Extensive skills in planning and follow-up, complying with protocol and managing critical time lines.
- Served as a liaison between employees and management, presenting and resolving employee grievances.
- Utilize keen analytical abilities/problem-solving techniques in identifying plausible solutions.
- Proven interactive capabilities utilized to communicate effectively with all levels of personnel.
- Key contributor in establishing superior customer relations due to expedient problem resolution.
- Remarkably capable of handling irate customers and resolving problems efficiently.
- Consistently achieve exceptional customer service evaluations and client satisfaction ratings.
- Adeptly managed time-critical, client-related record-keeping and administrative functions.
- Extremely diplomatic individual with responsive decision-making and key troubleshooting skills.

ENGINEERING

Skills

- | | | | |
|----------------|-----------------------|--------------------|------------------|
| ■ Accurate | ■ Deductive reasoning | ■ Drafting | ■ Computation |
| ■ Research | ■ Computer | ■ Project analysis | ■ Prioritization |
| ■ Quantitative | ■ Process mapping | ■ Scheduling | ■ Design |
| ■ Precise | ■ Critical thinking | ■ Problem solving | ■ Mathematical |

Personal Traits

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|----------------------|-------------------------|---------------|--------------|
| ■ Analytical | ■ Conscientious | ■ Thorough | ■ Inventive |
| ■ Deadline sensitive | ■ Intellectually astute | ■ Creative | ■ Systematic |
| ■ Accurate | ■ Technically inclined | ■ Disciplined | ■ Detailed |

Phrases That Describe These Skills and Traits

- Proven project management experience involving architectural, mechanical, and electrical engineering.
- Excellent ability to cost effectively manage multimillion-dollar, multidiscipline design projects.
- Experienced in supervising contractors, engineers, architectural representatives, and clerical staff.
- Effectively negotiate business solutions with cross-functional consulting and engineering teams.
- Extremely experienced in the enforcement of quality control and quality assurance standards.
- In-depth architectural and structural engineering background combined with a proven design expertise.
- Adept at value engineering and fiscal planning with an ability to devise cost-effective design strategies.
- Effective in specification planning, contractor bid development, permitting, scheduling, and inspections.
- Demonstrate astute drafting abilities as well as strong deductive reasoning and critical-thinking skills.
- Vast experience in project design and management functions, including utilizing AutoCAD extensively.
- Inventive problem-solving skills combined with advanced process mapping and system design abilities.

FINANCE / ACCOUNTING

Skills

- | | | | |
|-------------------|-----------------------|---------------------------|------------------|
| ■ Financial | ■ Analytical | ■ Planning | ■ Computer |
| ■ Mathematical | ■ Deductive reasoning | ■ Research | ■ Organizational |
| ■ Cash management | ■ Reporting | ■ Business administration | ■ Budgeting |
| ■ Forecasting | ■ Project management | ■ Problem solving | ■ Record-keeping |