

Wyatt XXXXXX

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Project Management ~ Construction Operations

12+ years' rich experience in accomplishing prestigious construction projects within scheduled time/budget

Solutions oriented professional with excellent skills of collaborating with project teams, interfacing with clients, and deploying technology to build successful solutions for Clients. Have imbibed necessary core competencies in project planning and execution, contract administration, quantity surveying etc. and ensured smooth operations for contract execution without incidences of overruns. Key competencies in present construction methodologies and in managing materials & manpower resources to register maximum productive output. Adept at designing & implementing quality systems and procedures to ensure strict adherence to quality parameters. Focused and goal oriented in approach and has always been able to deliver within tight timelines. Demonstrated strengths in contracts negotiation, operations management, sales, procurement, business development, etc. Excellent man-management, time management, leadership skills; computer literate.

Expertise in :

Project Management ~ Construction Management ~ Site Management ~ Resource Mobilization ~ Operations Management ~ Quality Management ~ Planning/Scheduling ~ Materials Management ~ Drawings/Documentation ~ Contract Management ~ Crisis Management ~ Training & Development ~ Analytical Skills

PROFESSIONAL ACHIEVEMENTS

- ★ Recognized for carrying out meticulous renovations, preservation and maintenance services serving the Washington Metro Area and successfully made 30 to 60 percent profit on each project at MJM Construction LLC, Washington, DC.
 - ★ Instrumental in completing 'Forty Five Housing Projects' to accommodate over one hundred low income families as a 'Volunteer Construction Specialist' in San Martin, Peru.
 - ★ Initiated the turnaround efforts as a '**Volunteer Construction Specialist**' for managing a rural non-profit construction project providing subsidized housing for low income families at **San Martin, Peru** during Mar-Jul 2009.
 - ★ Implemented cost-saving, energy-efficient cuts, resulting in cost saving of \$ 37,000.
 - ★ Introduced the concept of MIS reporting to update the Management on regular basis.
 - ★ Gained invaluable experience in fresh & waste water management and rainwater harvesting.
 - ★ Successfully implemented Waste Management and Innovative Construction Techniques.
 - ★ Nominated as an "Incident Controller" to respond to the emergency within the shortest possible time, and guide the staff to handle the emergency in safe and effective manner.
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CAREER HIGHLIGHTS

Chief Executive Owner

MJM CONSTRUCTION LLC, WASHINGTON, DC

MAY 2003 - MAR 2010

- Overall responsible for operating a profitable business as an independent contractor in the commercial and residential construction industry.
- Interfaced & coordinated in expediting permits and nurtured relationships with the authorities in the District of Columbia, Virginia, and Maryland Federal Government in various departments.
- Deftly handled and accumulated a vast network of Sub contractors in MD, DC, and VA.
- Drove the system & efforts for providing 'Energy Auditing' services for commercial clients seeking Green certifications.
- Drove initiatives to educate and train company owners on new green material standards and eco friendly building techniques.
- Oversee all phases of project execution; approve engineering/design changes, troubleshoot and resolve complex technical problems, consistently meeting project deadlines and highest possible quality standards.
- Successfully managing large-scale multiple projects concurrently.
- Comprehension and assimilation of contractual obligations, rights, and scope of work. Engineered preparation of MOU's, Legal Drafting and other contractual documents.
- Provided on-site Management and quality control to ensure projects met time and budget requirements, and were built in accordance with contract documents.
- Gather bids and spearhead appropriate Maintenance and repair contract with vendors.
- Coordinated and scheduled Subcontractors & Suppliers.
- Worked closely with Architects and Engineers in reviewing drawings & specifications.
- Organized various training sessions for the team to enhance their performance.
- Geared the activities for preparing tenders, inviting proposal, opening, & finalizing the Vendor based on quality standards complying with the international/co. norms.
- Provided appropriate staffing and services to ensure smooth facilities operations as it related to mechanical, civil, structural and landscaping needs.
- Developed plan to ensure effective construction management, including the control of site progress, resolutions of site problems, control of site meetings etc.
- Structured annual operational budget and implementing control measures to contain expenses within defined limits.
- Provided leadership to project teams and integrate their efforts to maximize operational productivity.
- Played pivotal role in appointment of overseas & local architects, consultants, contractors, PMC etc. for all the projects.

- Propagated Quality Circle movement and developed quality culture in the work force to achieve quality leadership in the industry.
- Efficiently liaised with clients, architects, consultants, contractors & external agencies for determining technical specifications, approvals and obtaining statutory clearances.

Project Manager

Z-RECON CORPORATION, ARLINGTON, VA

MAR 2002 – MAY 2003

- Donned the responsibility of managing large construction projects, on an average of 10 to 16 million dollars of funding and ensuring compliance with regulatory requirements and highest quality standards.
- Judiciously handled the projects and interacted with investors by presenting weekly reports and updates.
- Schedule projects, select and procure materials; assign personnel and engage qualified Subcontractors.
- Successfully provided Project management driving projects from inception to on time and within budget guidelines and requirement.
- Developed and implemented all safety training including OSHA Standards, Urban Safety, truck and tool operation courses.
- Defined scope of the project and concluded works contracts with qualified & experienced Contractors on reasonable terms. Enforced work performance within terms of contract.
- Identified and resolved bottlenecks to ensure smooth work progress. Clarified any possible ambiguities with regards to the scope and allied issues with the service providers.

Senior IT Technician

K-TECH COMPUTERS, SPRINGFIELD, VA

AUG 1999 – MAR 2002

- Assumed responsibility for Project Management, Operations Management, Quality Management and day-to-day operations/ staffing and planning.
- Supported and guided the area and branch managers in maintaining the balances tallied between the Portfolio Tracker and the Accounts Module.
- Coordinated in planning, managing and providing IT support to assigned branches of the Company. Generated weekly and monthly Area IT reports.
- Developed effective rapport and strategic client relationships with many senior executive by providing technology advice and consultation in solo high-profile roles; recognized by client senior management as Valued Advisor.
- Responsible for vendor management for the procurement of hardware and software. Directly coordinated with the management for the implementation of new technology.
- Played a pivotal role in design, development, providing systems implementation support and maintenance of the EDP department.

PC Technician

COMPUTER RENAISSANCE INCORPORATED, SPRINGFIELD, VA

DEC 1997 – AUG 1999

- Entrusted with the onus of performing evaluation of on-site requirements that led to purchase and installation of PCs with Windows, Outlook and MS Office Suite.
 - Provided technical assistance for analyzing and resolving service requests viz. developing application and unit, integration and system testing.
 - Gathered details about most common queries and technical difficulties faced by Customers and escalating the same to the concerned authorities.
 - Efficiently managed entire day-to-day activities covering wide functional areas include designing & developing the workflow program, debugging and troubleshooting of the application.
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ACADEMIA

- A.A. General Studies from New River Community College, Dublin, VA - 2003

I.T. SKILLS

- Certified IT PC and Network Technician with a Certification in A+++. Proficient in Microsoft Office, Word, Excel, Power Point, Word, Publisher and Outlook.
 - Project Management Software: National Construction Estimator, Intuit QuickBooks and Microsoft Project.
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