



ALEX MARTINEZ

Commercial Construction Project Manager

CONTACT

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(123) 456-7890 

Fort Wayne, IN 

[LinkedIn](#) 

EDUCATION

Bachelor of Science
Construction Management
Purdue University
2008 - 2013
West Lafayette, IN

SKILLS

Procore
Primavera P6
Bluebeam Revu
AutoCAD
Microsoft Project
Revit
PlanGrid
Viewpoint
Microsoft Excel
GIS

CERTIFICATIONS

Certified Construction Manager
(CCM)

WORK EXPERIENCE

Commercial Construction Project Manager

Weigand Construction

2019 - current / Fort Wayne, IN

- Managed and completed 24+ commercial construction projects, each valued at over \$5.7M, within budget and schedule.
- Leveraged the Procure and Primavera P6 for project management and advanced scheduling, achieving a 19% reduction in administrative overhead.
- Effectively used Bluebeam Revu for editing and PDF markup, increasing the efficiency of document management by more than 36%.
- Developed and monitored project KPIs, *accelerating a 52% improvement in the annual project performance metrics.*

Assistant Construction Project Manager

Wurster Construction

2016 - 2019 / Indianapolis, IN

- Acquired 43+ permits and clearances with compliance with the local, state, and federal construction codes, resulting in zero fines or delays.
- Prepared cost analysis with Microsoft Excel, which *led to a 16% cutback in unexpected project costs.*
- Employed Revit for 3D modeling and design to assist project visualization and improve stakeholder approval.
- Delegated tasks using Microsoft Project, reducing the average project completion timeframe by 23%.

Construction Coordinator

Pepper Construction

2013 - 2016 / Indianapolis, IN

- Managed project data and milestones with the Viewpoint software, ensuring project alignment and securing stakeholder satisfaction.
- Handled communications across the team of developers and engineers using PlanGrid with real-time updates and enhanced team interactions by 27%.
- Oversaw 46+ subcontractors to implement quality control protocols, *minimizing 42% of budget overruns and project rework.*