

# ***Kristoffer A. Rodriguez***

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## Experience:

**CP&R concrete Protection Restoration** Oakland Park, Florida January 2019  
Assistant Project Manager

It is responsible for assisting Project Managers and/or Superintendents in coordinating the activities of a project To ensure cost, schedule, document control and quality standards are met. Attend weekly project meetings As requested by PM and keep detailed meeting minutes for publishing to project team. Collect superintendent Daily reports, weekly project pictures and safety documentation. Review for completeness and include in project Documentation. Provide support to Field Staff. Pursue and monitor submittals and track deliveries of materials. Verify all submittal conformity to plans & specifications, Collect and distribute coordination drawings from Appropriate subcontractors. Review drawings with PM and Superintendent. Set up coordination meetings for PM to Chair. Review and code invoices. Check for accuracy and compare to cost to complete forecast.

**Rapid Respond Team** *Cutler Bay, Florida* January 2018 to December 2018  
Assistant Project Manager

The assistant manager is responsible for assistant the Project Manager in increasing overall Branch Reconstruction production. They are a support function that ultimately allows Project Managers the Ability to manage greater quantity of jobs, improve cycle times and provide outstanding customer Services. The AS will supervise jobs being repaired by both RRT Technician and Subcontractors. This role will untimely provide the opportunity for qualified technicians a career path to becoming Project Manager if they demonstrate the willingness to learn the skillsets and meet the key benchmarks Required to be a successful Project Manager.

**KLX Aerospace** Doral, Florida October 2014 to January 2018  
Quality Control Inspector /Licensed DQR Inspector

Conduct quality oversight at PZL Mielec. Review shipment schedule of supplier to plan and determine inspection requirements. Conduct inspections per Sikorsky data package requirements and review completed product to ensure that it meets quality standards as required in the Sikorsky Aircraft purchase order. Release the product from the supplier to the customer. Coordinate calibration of all test equipment and parts. Closely review all documentation of parts prior to delivery to customer. Maintain all controlled document files and test records in a timely and accurate manner. Perform compliance audits and maintain records. Evaluate problems and make initial recommendations for possible corrective action to supervise. Assist in the writing and updating inspection procedures, protocols and checklists

**Satair Aviation Co.,** *Miami, Florida* March 2012 to September,2014  
Quality Control Inspector

Perform inspections of all parts according to well defined criteria using standard physical, electrical and mechanical measurements. Accurately document the results of the inspections and testing. Maintain all controlled document files and test records in a timely and accurate manner. Evaluate problems and make initial recommendations for possible corrective action to supervise. Perform inspections using the 8130-3 form. Work with production management and Quality Assurance to provide feedback to assemblers regarding accuracy of assembly procedures. Monitor critical aviation equipment and hoses to ensure proper operation and calibration. Test all hoses and equipment prior to sale according to the FAA

requirements and standards. Perform compliance audits and maintain records. Coordination with FAI and EASA for plant audits.

**R2 Construction, Miami, Florida**

Project Manager

February 2009 to February 2012

Supervised a team of over twenty employees to efficiently meet project deadlines. Created a successful repertoire between the company and the city and worked closely with them in obtaining permits and following up on permit approvals. Completed daily reports utilizing MS Outlook, Excel and PowerPoint. Reported any and all irregularities to project owner. Handled take-offs, estimated project costs and prepared proposals.

**F&K General Services, Miami, Florida**

Project Manager

April 2005 to December 2009

Managed a team of over 12 employees to efficiently meet project deadlines. Expedited import export preparations for overseas shipments and deliveries on supplies needed for various projects. Provided skills and techniques necessary to effectively initiate, plan, execute, control and complete a project. Keep regular communications and relationships among overseas vendors. Discuss deals with foreign distribution and sales centers. Maintained inventory control and quality assurance responsibilities.

**Education and Trainings:**

Polytechnic University, *Miami, Florida*

Master of Engineering Management concentration in Project Management

June 2016

Maintained a 3.4 GPA, Dean's List 2015-2016.

City College, *Miami, Florida*

Bachelor of Science in Business Administration Project Management

December 2010

Maintained a 3.5 GPA and received academic achievement award November 2010.

**Relevant Skills:**

- Fluent in spoken and written Spanish.
- Member of the PMI Institute.
- Working towards the Project Management Professional (PMP) certification
- Action oriented. Self-motivated.
- Proficient in Microsoft Word, Excel, PowerPoint and MS Outlook.