

Mr. Johnny T. Burns III, M.S.

3000 NE 190th St Apt 310 Aventura, FL 33180

Telephone: 305.967.1989 (*Available Anytime*)

johnnyburnsiii@gmail.com

CAREER SUMMARY: Highly skilled Assistant Project Manager with experience in various databases, documentation, preliminary strategic design, track and field investigation. Reviewed all invoices and change orders for accuracy. Inspected and reviewed projects to monitor compliance with building and safety codes, and other regulations. Monitored the submittal and transmittal of data, drawings, reports, applications, schedules and correspondence. Tracked multiple sites through approval process. Created budgets for sites and costs in manage accordance with department goals. Assured accuracy of financial forecasts with tie-in to project schedules. Coordinated close out documentation with vendors. Provided project reporting to upper management. Provided technical advice regarding design, construction, or program modifications and structural repairs to industrial and managerial personnel

SKILLS & ATTRIBUTES:

- Microsoft Office Word/Access/PowerPoint/Excel/Outlook/FrontPage
- Oracle 9i, Photoshop, AutoCAD, Sketch Up
- Windows 95/98/00/XP/Vista, Procore, Coins; Accubid Pro 13
- OSHA 30 hour Certification, Renewable Energy Certification
- ISSA CPT, CPR/AED, First Aid, PMP (In Process)
- Well organized, great communication skills, ability to multitask, self-motivated, pay attention to detail, follow through assignments, great sense of urgency, energetic and enthusiastic

EXPERIENCE:

FRONTIER BUILDING, Miami, FL (November 2017 – March 2020) *Assistant Project Manager for Commercial*

- Review contract documents with the owners representative and architects
- Send RFP for additional proposal on all trades.
- Analyze subcontractor's proposal and ensure all the scope items are added as part of the proposal.
- Invite subcontractor for interview prior to award contract.
- Review subcontractor's contract and all exhibits
- Review shop drawings and all other product information documents.
- Assist project manager to prepare monthly report
- Review and process owner and subcontractors change order
- Review monthly pay application and ensure all work are done as per the invoice
- Manage punch work and hand over units to the owner's representative.
- Prepare close out documents.
- Coordinate with the owners to schedule inspections.
- Manage architectural, structural and MEP drawing revisions
- Assisted with development and periodic updates of the Overall Project Schedule.
- Review plans and work with Project Manager for submission of plans to the permitting consultant to obtain building permits from local municipalities.
- Produce daily field reports, produce RFIs, and examine submittals detailing work completed for the day in assigned areas.

HYPower, Fort Lauderdale, FL (May 2015 – November 2018) *Assistant Project Manager for Commercial*

- Issued and requested proper execution and tracked all required Project Documentation; such as Proposals, Letter of Intent, Subcontracts, Change Orders, Purchase Order, Submittals, RFI's, Invoices, Lien Waivers, Certificates of Insurance, Close-out Documents, etc.
- Attended meetings and assisted team with determination of project requirements

- Assisted in the drafting and issuance of project proposals, contracts, RFP's, budgets, schedule of values, payment applications, etc
- Coordinated meetings and scheduled site visits
- Assisted with tracking of progress and quality of work being performed by disciplines/trades
- Used project scheduling and control tools to assist with monitoring project plans, work hours, budgets and expenditures
- Effectively and accurately communicated relevant project information to the client and project team
- Ensured clients' needs are met in a timely and cost effective manner
- Assisted in the review of quotes to ensure fair and reasonable pricing is recommended for approval
- Prepared substantial completion certificates and ensure all required project close out documents are obtained
- Communicated ideas for improving company processes with a positive and constructive attitude, and helped develop this attitude in others
- Kept team informed about project status and issues that may impact client satisfaction
- Assisted the VP of Operations in preparing the department budget and periodic reports

Bal Harbour Shops, Bal Harbour, FL (March 2010 – January 2015) *Construction Coordinator for Commercial*

- Updated various databases, ordered and reviewed due diligence documentation, preliminary strategic design, track and field investigation directly related to the preparation of site construction and procurement.
- Established and managed processes to ensure quality control reviews, proper conveyance of documents and deliverables to the client, and general business practices
- Provided general administrative support to all members of the project team and contracted vendors
- Independently assisted project teams in preparing, and coordinating production of project deliverables including design documents, reports, presentations and correspondence maintains project files
- Closely work with the Design Team to facilitate the development of design documents and project specifications.
- Exhibited excellent interpersonal skills and had frequent interaction with senior management, subcontractors and clients
- Utilized personal computers and computer software to perform word processing and spreadsheet functions
- Created budgets and finances for sites and costs in manage accordance with department goals.
- Monitored the submittal and transmittal of data, drawings, reports, applications, schedules and correspondence.
- Routinely solved problems and answered questions that normally arise in the course of the job

EDUCATION

- **Masters of Science in Construction Management** , graduation date: January 2012
Florida International University, Miami, FL, G.P.A. – 3.5 / 4.0
- **Bachelor of Science in Architecture**, graduation date: May 2008
Tuskegee University, Tuskegee, AL, G.P.A. – 3.6/
4.0 - *With a Concentration in Business Management*