



Osvaldo Perez

Asst.Estimator / Asst. Project Manager

Profile

Throughout my years in the Construction industry, I have contributed to profitable business results through effective organization, prioritization and execution on a plethora of multi-million dollar projects.

I have prepared and organized myself in such a way that will lead to success. I am effective and logical and can approach any challenge that presents itself. I'm an analytical and innovative Project Manager constantly seeking creative ways to be a great leader, great communicator, and effectively be efficient for the success of each project I take on from Pre-construction to close out.

I am seeking a General Contracting Firm to establish a long-term position with an opportunity for growth and career advancement that excels in completing Commercial, Luxury Residential, and Retail projects where I can utilize my +4 years of leadership experience within the construction Industry to build sustainable long term business relationships, profitable return on investments and exponential growth for years to come.

Employment History

Estimator / Asst. P.M at Gavarrete Inc, Miami

2020 — Present

- Providing estimating support to guide and assist with the entire bidding process.
- Attend Pre-Bid meetings in a professional and representative attitude, generating any questions about the details of the work, as well as gathering pictures.
- Analyze and break down Bid Documents, Specifications, addendum and drawings to provide detailed breakdown of the scope and key information in order to communicate with the team and form decision on how we are to proceed.
- Coordinating and supporting Finance department in getting the insurance claims
- Using the Blue Beam software, calculate Takeoffs for all scopes of the project to facilitate accurate and timely costing.
- Assist the lead Estimator put together bid packages.
- Collected Subcontractors quotes and put them organized them by division.
- Provided further organizational skills to make the bidding process much more efficient for myself and for my team.
- Assisted head project manager with jobs of great value.

Project Engineer / Asst. Estimator at Recreational Design & Construction, Fort Lauderdale

2020 — 2020

Details

10949 SW 113th PL, Miami, 33176,
3058739992

ozzy0088520@gmail.com

Links

[LinkedIn](#)

Skills

Procore

Bluebeam

Preconstruction Estimating

Project Management

Reading Construction Drawings

Microsoft Platforms

Customer Service

Leadership

Construction Management

Large Staffing and Time Management experience

Project Close-out and Delivery to Client

Managing the full spectrum of Skilled Laborers

Purchasing/Scheduling for all On time and Time sensitive Deliveries

Languages

English

Spanish

- Assisted multiple Project Managers in creating RFI's, Submittals, locating specific information from drawings and specs.
- Reviewed contractor proposals and sets of drawings prepared by contractors to identify missing information, generate questions and align budgets.
- Assisted on a handful of projects at the same time estimating to a rough estimate of 20 million.
- Determined and scheduled priorities as required to progress due to the fact that I would work on multiple projects at once.
- Double checked documentation and assured every detail is up to par.
- Maintained everything organized in a way that would be easy for Project Manager to dissect information. Using software's like Procore, Office 365, and Bluebeam.
- Actively spoke and communicated to subcontractors to build lasting personal and business relationships.
- Maintained organized records of each project I was involved in.
- Constructed Trade Comparison Sheets based on all the proposals received for each division per project and provided a complete breakdown of everything to then relay back to the team.

Hobbies

Stock Market Investing,
Entrepreneurship, Self
Development, Outdoors,
Spirituality

Assistant P.M / Superintendent at Montgomery Development, Atlanta, GA

2019 — 2019

- Maintained great communication with key project personnel including all the Subcontractors, Project Managers, Customers, etc..
- Supervised and managed subcontractors by checking work and assuring we were on schedule and met project expectations.
- Delivered outstanding service to associates to maintain and extend relationships for future business opportunities.
- Took logical and firm approaches to any problems that would present themselves and took immediate action to achieve a resolution.
- Evaluated final results to determine quality levels and isolate root causes of identified faults.
- Supervised daily operations, including employee performance, preventative maintenance and safety.
- Assured that everything was within schedule and executed with quality.
- Kept Daily, Weekly, and monthly work logs of everything that is to be expected for the success of the project.
- Performed daily inspections of work performed to assure that it was done with the quality we expected and that it matched the drawings.

Assistant P.M / P.M at Ambiance Construction

2017 — 2019

- Collaborating with internal team and external stakeholder on weekly basis to communicate key information and progression.
- Overall project governance, including effectively communicating with my team and Subcontractors.
- Maintained and enforced an importance of staying on schedule while limiting any potential risks that might affect the schedule.

- Successfully managed and executed within budget, on schedule and with no issues on a handful of projects.
- Facilitating meetings with team to achieve small goals on weekly and daily basis which compound into motivation and long term success of my project.
- Tracking Project timeline, deliverable, and budgets.
- Oversee construction management, budgeting, scheduling, safety oversight, scope development and contract administration

Education

Construction Project Management, Miami Dade, Miami

January 2017 — Present

- Seeking to get my Bachelor's degree in Building Construction and minoring in Entrepreneurship.

Courses

OSHA 30, OSHA

February 2020 — Present

Project Management Level One, Udemy

July 2020 — Present

Procore Engineer, Procore

January 2020 — Present

References

References available upon request