

Carlos Vegas
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7930 SW 120th St
Miami, FL 33156

Construction Manager / Job Superintendent
(786) 356 -3545

Work Experience

Construction Superintendent
January 2020 to Present

Aarya Construction & Design - Miami, FL

Roles:

- Manage email communication with county representatives, design teams, architects, engineers, and inspectors.
- Redacting project schedules to organize and coordinate the completion of critical tasks within the operation of the business and job sites.
- Attend pre-bid mandatory meetings, as well as estimating projects for bidding.
- Creating spreadsheets, create progress reports, maintain a list of work order status, maintain a list of completed as well as pending change orders, RFI's and inspections sheets.
- Maintain digital and physical file organization of RFIs, Submittals, Change Orders, Daily Logs, progress pictures, specifications, inspection sheets and more.
- Receive and respond to phone calls as well as emails from city officials, county officials, architects, engineers, design teams and subcontractors.
- Answer question, coordinate, help and support at the job site, city officials, county officials, architects, engineers, design teams and subcontractors.
- Redact permits for submission, gather NOAs, shop drawings, plans and documents necessary for permit submissions and revisions.
- Request and perform required inspections according to the municipality.
- Use critical thinking to find solutions for unforeseen conditions, and other situations.
- Foresee long term and short term effects of day to day activities on the job site using plans, specifications and a project schedule.
- Assist redacting estimates for bid documents of city and county projects.

Realtor/Sales Associate
February 2016 to Present

Choice Realty of Miami, Inc - Miami, FL

Assistant Manager *CV Quality Builders, Inc & All Day Air Conditioning, Inc - Miami, FL*
August 2016 to December 2019

Roles:

- Manage email communication with county representatives, design teams, architects, engineers, and inspectors.
- Redacting project schedules to organize and coordinate the completion of critical tasks within the operation of the business and job sites.
- Attend pre-bid mandatory meetings, as well as estimating projects for bidding.
- Creating spreadsheets, create progress reports, maintain a list of work order status, maintain a list of completed as well as pending change orders, RFI's and inspections sheets.
- Maintain digital and physical file organization of RFIs, Submittals, Change Orders, Daily Logs, progress pictures, specifications, inspection sheets and more.
- Receive and respond to phone calls as well as emails from city officials, county officials, architects, engineers, design teams and subcontractors.

- Answer question, coordinate, help and support at the job site, customers, city officials, county officials, architects, engineers, design teams and subcontractors.
- Redact permits for submission, gather NOAs, shop drawings, plans and documents necessary for permit submissions and revisions.
- Request and perform required inspections according to the municipality.
- Use critical thinking to find solutions for unforeseen conditions, and other situations.
- Foresee long term and short term effects of day to day activities on the job site using plans, specifications and a project schedule.
- Redact estimates and proposals for residential and commercial projects.
- Control project cost by setting up efficient work schedules for various projects.
- Redact estimates, terms, and conditions according to the proposal's scope of work.
- Material pick-up and delivery to from and job sites from supplies.
- Manage budget and expense reports using spreadsheets.
- Visit job sites to estimate project cost for home improvements according to equipment, products and services required for the scope of work.
- Assist clients applying for Home Improvement Credit lines, like Ygrene and many others.
- Advise clients on qualities and characteristics of available installation, products and materials.
- Request and receive payment for products and services based on the terms and conditions agreed upon in the contract.
- Follow up to new customers, potential customer and previous customers to offer Home Improvement services.
- Explain the permit process and scope of work to clients.
- Request and perform required inspections.

Sales Agent/Customer Service Representative
September 2018 to November 2019

Sun Tec Solar - Miami, FL

Sales Agent/Customer Service Representative
May 2016 to August 2018

SOLAR BEAR HVAC Services- Miami, FL

Qualities:

- Willing to learn and listen to professional criticism to improve performance.
- Willing to learn new qualities and skills.
- I like to excel at whichever task I am given.
- Able to use critical thinking to determine top priorities.
- Proactive, always planning ahead, and very goal oriented.

Other skills:

- Microsoft Office: Outlook, Word, Excel, and PowerPoint.
- Fluent speaker in Spanish and English
- Ability to type 50 WPM