

# Daniel Sanchez

Business & Construction Management Professional

## Summary

Unique background in various markets and fields that complement experience in multiple construction types. Solid business administration/ management acumen valuable to find solutions, deliver successful projects, and exceed customer expectations. \*Relocating to South Florida starting August 24th\*.

## Education

Construction Management Certification Program  
City College of San Francisco  
San Francisco, CA  
January 2018 – Present (Expected Completion, May 2020)

Bachelor's in Business Administration-Management  
Oakland City University - Oakland City, IN  
August 2012 to May 2015

- Dean's List: 2015, 2014 and 2013, (Students with GPA greater than 3.5)
- Academic Excellence Award
- Nominated to 2015 edition of Who's Who among Students in American Universities and Colleges.

## Skills

- Highly effective bilingual communicator (English and Spanish)
- Proven multitasking and time management skills
- Strong analytic and research skills with a heavy emphasis on attention to detail
- Effective supervisor and strong customer service skills
- Scheduling, Construction Permits, Estimating, Claims Processing, Construction Management, Payroll, Recruiting, Record Keeping
- Highly proficient in Microsoft Office, Outlook, Quick books, P6, Bluebeam Revu, Pro Core, Plangrid
- Proven ability to work under pressure in a deadline driven environment

## Experience

Assistant Project Manager  
(Working from both Field and Office) \*Remote due to COVID-19\*  
Harris Bay Area (Mechanical and Controls Contractor - Before known as FW Spencer & Son, Inc) – Brisbane, CA  
March 2019 to Present

Relevant Project Experience: SLAC (Stanford Linear Accelerator Center) Menlo Park, CA / Benioff Children Hospital Oakland, CA

- Develop and assist in the creation of work plans in compliance with job sites safety
- Read/interpret drawings and specifications to price items
- Perform material takeoffs
- Process and creation of RFI's
- Track and report field progress
- Track time and materials invested
- Attend field coordination meetings
- Submittal creation and tracking
- Assistance in Change Order process
- Assistance to Project Managers, Construction Executives, and Superintendents

Project Assistant (Contract Work)  
CMC Traffic Control Specialist (Civil Engineering/ Construction) - San Francisco, CA  
June 2018 to March 2019

- Processing materials and equipment expenses (Accounts Payable)
- Preparation of bidding documentation
- New jobs coordination working along General contractors and subcontractors

- Support to company President
- Generation of purchase orders

#### Assistant Project Manager

Mosser Companies - San Francisco, CA  
April 2017 to May 2018

- Construction permitting process with municipalities for Renovations department (San Francisco - Oakland)
- Track field productivity and progress
- Supervision of job sites, 10-20 labor personnel for 3-7 projects simultaneously
- Schedule labor and manage subcontractors
- Participate in inspections, rough and final stages
- Track Expenses for Renovations Department (materials, permits, additional inspections, etc.)
- Ensuring enforcement of safety policies (Decreased accidents rate in 15%)

#### Support Specialist (Temporary)

Various Temp Agencies - San Francisco, CA  
April 2016 to April 2017

Temporary employee through job agencies in San Francisco, CA

#### Responsibilities included

- Data entry
- Troubleshooting
- Administrative Support

#### Hospitality / Customer Services Assistant Manager

USA Parking - Miami Beach, FL  
August 2015 to March 2016

#### Hospitality responsibilities included:

- Oversee 6-10 personnel per shift for Valet Parking Department
- Provide outstanding customer service to visitors
- Process claims

#### Business Analyst

Agroexport Packing de Venezuela, Barquisimeto, Lara, Venezuela (Food packaging & distribution company)  
September 2010 to August 2012

#### Performed tasks involving business intelligence analysis (KPI) and assistance at the Executive level

- Data analysis
- Information research
- Scheduling
- Assistance in recruitment process and events
- Payroll assistance

#### Professional Baseball Player

Tampa Bay Rays  
April 2006 to May 2010

- Pitcher for the Tampa Bay Rays Minor League System