

# MANUEL TOBENAS

## Project Manager

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### PERSONAL PROFILE

Results-oriented project manager with over 10 years of experience in the construction industry. Strategic thinker with industry expertise, operational knowledge, and ability to adapt to high-intensity environments. Skilled communicator adept at organizing and managing high performing teams.

### PROFESSIONAL SKILLS

- Project Management & Planning
- Operations Assessment & Management
- Commercial & Residential Development
- Facilities Management
- Vendor /Contractor Relationships Management
- Risk Management & Quality Assurance

### EDUCATION

Miami-Dade Community College  
AA- Business Administration

Florida International University  
Approx. graduation: Fall 2021  
Seeking Bachelors in Construction Management

### CONTACT DETAILS

manuel.tobenas@gmail.com  
(305) 301.4421  
Miami, FL

## PROFESSIONAL EXPERIENCE

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### PROJECT MANAGER

*People's Plumbing*  
January 2017 - June 2020

#### Overall Project Management

- Analyze project specifications to propose standard and upgrade options for each project
- Collect and review project bids for vendor selection
- Inspect residential and commercial properties to assess system and detect malfunctions
- Recommend top project bids based on expertise, budget and alignment with project expectations
- Manage communications with approved vendors (architects, subcontractors, or others) to develop Scope of Work (SOW) and review budget to create a pricing schedule
- Review and approve all invoices pertaining to the construction project
- Obtain applicable permits and inspections (as applicable per project)
- Evaluate specifications for plan procedures, start and completion dates and staffing requirements for each phase of the construction project and ensure the project remains timely
- Execute the projects and services consistent with the quality and safety objectives
- Supervise, coach, and monitor project team

#### On-site Management

- Daily supervision of on-site construction crews, primary focus on resolving day-to-day issues and inspecting work for quality assurance and compliance with plans and specifications
- Create a look ahead schedule for upcoming material and equipment requests need at project sites

#### Vendor/Client Management

- Initiate and maintain relationships with clients and subcontractors
- Monitor and report the progress of construction activities on a regular basis with subcontractors and property owner
- Provide direction to personnel responsible for project execution, equipment, and transportation (as applicable per project)

### PROJECT MANAGER

*Integral Construction*  
January 2014 - December 2016

#### Overall Project Management

- Managed and directed day to day coordination of project deliverables
- Delegated and oversaw responsibilities to team members of assigned projects
- Managed RFI's, bid submissions and CO's
- Reviewed drawings for completeness and best practices
- Oversight of purchase orders, budget adherence and all project related costs
- Responsible for managing working timeline of construction schedule
- Conducted periodic site visits to monitor construction, review contractors requisitions for payment and recommend the release of construction funds
- Observed general compliance of as-built conditions with the contract drawings and specifications
- Reviewed and approved weekly project status reports

#### On-site Management

- Supervised on-site construction crews, primary focus on resolving day-to-day issues and inspecting work for quality assurance and compliance with plans and specifications

#### Vendor/Client Management

- Maintained relationships with clients and subcontractors
- Monitored and reported the progress of construction activities
- Provided direction to project personnel regarding execution, equipment, and transportation (as applicable per project)