

Marvin Castillo

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Summary

A forward thinking, highly motivated and accomplished professional with over 10 years of experience providing thoughtful and skillful leadership. Ability to manage multiple projects and succeed in a fast paced environment while ensuring schedules are being met. Results-oriented and committed to executing any given task.

Skills

- Proficient in Revu/BlueBeam
- Project Management
- Delegation of tasks
- Relationship Management
- Business Development
- Customer Service
- Multitasker
- Strong communication and interpersonal skills
- Ability to work in a fast-pace environment
- Attention to detail
- Bilingual- English & Spanish
- Google G-Suite
- Microsoft Office (Word, Excel, PowerPoint, Outlook)

Work Experience

Fortify Construction

Miami, FL

Construction Manager/Officer

April 2013-Current

- Conduct onsite visits and coordinate with construction crew and operations personnel continuously
- Interacted clearly, constructively and positively with all departments to ensure projects are completed effectively and with minimal disruption to planned events
- Evaluate projects and recommend reports to identify issues and opportunities to improve performance going forward
- Supervised and directed forming of layouts according to blueprints
- Prepared and finalized construction documents and legal requirements
- Developed and submitted bids and proposals
- Responsible for day to day purchase orders, contracts, schedules, and payroll
- Organized and oversaw final walk throughs and sign offs
- Coordinated and oversaw multiple construction sites/projects
- Reviewed all vendor invoices, construction inspection reports and change orders.
- Develop, maintain and improve any business relationships vital to division success

US Medical Supply

Doral, FL

C-Pap Team Manager

January 2010-April 2013

- Delegated daily team tasks
- Verified insurances and eligibility for patients
- Trained new hires and created developmental plans
- Address customer service inquiries by clarifying requested information; researching, locating and providing detailed information
- Received customer escalations and provided alternative solutions
- Maintain customer database by updating and inputting client information

Education

Johnson & Wales University

Miami, FL

Bachelor's in Business Management

March 2009

References | Available upon request