

EDUARDO A. GRAJEDA, MSc, MBA, LEED GA, CCM

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QUALIFICATIONS

A self-motivated and assertive bilingual individual, with proven civil engineering with extensive knowledge in safety coordination, as well organizational, motivational, and leadership skills. With more than fifteen years' experience in construction and coordination of industrial and educational buildings, as well as production equipment installation. Successful in obtaining cost estimation, OSHA regulations, sales representation; and people coordination and supervision. Have substantial experience in bid evaluation and project management. Ability to perform at high standards to obtain optimal results at all levels. I am able to establish and maintain good working relationship with managers, supervisors, fellow employees and the public. I am capable of learning new systems and programs with minimum or no supervision. Goal oriented and motivated by new challenges. Willing to travel and relocate. References furnished upon request.

PROFESSIONAL EXPERIENCE

Program Manager / Project Manager

ECM International, Inc. El Paso, Texas* - 2/1/2016 – present.*

As a project manager, responsible to provided construction management, construction supervision, document management, pay estimates review and, inspect and prepare report for the Street Car Trolley project in El Paso, Texas. Day to day activities include the submittal review, coordination of municipal agencies and contractors, attend progress / coordination / clarification meetings, field checks of materials and installed equipment, overseeing contractors' quality control plan and ensure that it gets followed, inspect and generate reports Storm Water Pollution Prevention Plan (SWPPP) and Traffic Control Plan (TC). Worked as a program manager at Sam Houston State University Facilities and Maintenance department, my prime duty is the coordination of the in-progress infrastructure projects (developing a MEP master plan update, chilled water, sewer, drainage and domestic systems), this include coordination of project managers, contractor, city engineer department, etc., to ensue all process of construction such as RFP, contract process, NTP, safety, schedule, traffic control, quality, budget, etc. Currently working as Project Manager for the Housing Authority of the City of El Paso RAD Program.

Project Manager (PM) on-site

*Kimrick Performance Group, LLC. / Lecon, Inc.*The Colony, TX* - 4/13/15 – 1/15/2016*

As a CQCM / PM on-site, responsible to the overall project activities that include day-to-day progress and quality of the project, coordinate on site superintendent, safety officer and subcontractors, coordinate / attend Government (USACE, County, City, etc.) meetings as necessary, responsible to updated the RMS system in a regular basis (this includes construction activities, work force hours, start / finish construction activities, exposure report hours report, etc.), also, responsible to review and update project schedule as project progress, and review, evaluate and approve subcontractors monthly pay application, as well as present project percentages to the Government for pay application acceptance at the 1135 Ecosystem Restoration project in the Lake Lewisville, Frisco, Texas.

Construction Quality Manager (CQCM)

*The Ross Group *El Paso, TX* 10/09/09 – 4/06/15*

As a CQCM, responsible of maintaining highest quality standards during the entire construction process, duties include the prepare, review and submit project submittals, prepare and conduct preparatory meetings, as well as follow up reunions with all subcontractors, day-to-day construction activities inspection to ensure that those activities have performed by the subcontractors in accordance with contract documents and drawings, generate daily reports at the Government's Contractor Quality Control System (QCS), conduct and maintain, three phase inspections (preparatory, initial and follow-up), SWPPP inspections and all tests report log, prepare (in conjunction with project superintendent) and submit Request For Information (RFI), assist the project manager with monthly pay application, conduct weekly progress construction meetings, and supervise QC Specialists. In addition, I have been assisting the project superintendent with the SSHO duties that include the day-to-day project safety inspections, weekly toolbox meeting, maintain the project safety deficiency log, etc. Worked at DMPPRC project in El Paso Texas; NAS K Fitness Center in Kingsville, Texas, FY 11 Dorms Repairs (mechanical system upgrade) in Sheppard AFB in Wichita Falls, Texas, K-1B Primary Border Fence in El Paso, Texas, and the DHS / ICE 80,000 sf administration building in El Paso, Texas.

Construction Quality Manager (CQCM) / Site Safety & Health Office (SSHO)

*MAPCO, Inc. *El Paso, TX* 08/18/08 – 10/07/09*

As a CQCM, responsible of maintaining highest quality standards during the entire construction process, duties include the prepare, review and submit project submittals, prepare and conduct preparatory meetings, as well as follow up reunions with all subcontractors, day-to-day construction activities inspection to ensure that those activities have performed by the subcontractors in accordance with contract documents and drawings, generate daily reports at the Government's Contractor Quality Control System (QCS), conduct and maintain SWPPP inspections and report log, prepare (in conjunction with project superintendent) and submit Request For Information (RFI), assist the project manager with monthly pay application, conduct weekly progress construction meetings, direct QC Specialist

As a SSHO, responsible of the overall project safety to established safety methods to decrease injuries and increase productivity and interface with the owner over safety issues. Prepare, conduct and review Pre-task Analysis and Activity Hazard Analysis (AHA) Plans of construction activities. Perform periodic jobsite inspections and prepare observation reports. Complete the company's and US Army Corps of Engineers inspections safety forms (checklists), in case of an accident generate Contractors Accident Notification Forms and Accident Investigation Form as require. I was involved in two major concrete pavement projects in Ft. Bliss, Texas, Brigade Combat Team 1 GOV, Brigade Combat Team 2 POV and GOV projects at Ft. Bliss.

Project Manager

*Academy Roofing & Sheet Metal Co. *Pompano Beach, FL* 02/20/06 to 08/11/08*

Responsible for coordinating and managing roofing projects throughout South Florida. Duties included the generation of all the necessary engineering documentation in order to obtain the work permit, develop the project schedules, ordering materials, evaluate payment request from subcontractors, preparation of payment applications to customers, attend meetings (with government agencies, customer, contractors and subcontractors), prepare close out documents, and close out projects with high quality standards and full customer satisfaction. Also, I was responsible to coordinate the safety program of the company that included weekly safety tool box (meetings), monthly general safety reunion, ensure that all our projects comply with OSHA (Occupational Safety and Health Administration) regulations, develop safety plans to eliminate potential accidents, followed up on accidents reports and annual Form 300 logs according to OSHA regulations, conduct periodic on-site safety inspections, provide new employees with safety orientation.

Construction Inspector

*Ysleta Independent School District * El Paso, Texas* 12/06/05 to 02/17/06*

Responsible for ensuring all construction field activities for different projects throughout the Ysleta Independent School District; some duties are the reviewing submittals; develop new project schematics, on site meeting coordination, day-to-day on site inspections (concrete, mechanical, plumbing, electrical, etc), CO reviews, and payment applications reviews.

Project Manager / Project Safety Coordinator

*Banes General Contractors, Inc. *El Paso, Texas* 12/08/03 to 12/02/05*

Duties included coordination between the project site and main office. Generated RFI's requested by subcontractors and review of submittals. Conducted safety meetings and produced meeting minutes. Provided assistance on site day to day supervision, reviewed cost proposals, quality control, and attend to bid process, etc. As a project safety coordinator, I was responsible for conducting on-site training for employees and ensured that the projects complied with OSHA (Occupational Safety and Health Administration). Developed safety plans to eliminate potential accidents, followed up on accidents reports according to OSHA documentation and conducted periodic on-site safety inspections, as well as annual Form 300 logs. During the construction of the Canutillo High School and the sub-zero storage building, I was part of the quality control team responsible of the day-to-day concrete slab that ensured that the concrete slabs complied with the contract documents (specifications and drawings).

Senior Project Manager

*Anthony Roofing, LTD / General Roofing, Company * Georgetown, Kentucky * 8/1/03 – 11/30/03.*

Responsible for the overall planning and coordination of operations for the TMMK / Toyota re-roof project (2,000,000 sq. ft. of new roof system). Duties included the preparation of proposals, payment request forms, long term and weekly project schedules.

District Environmental Quality Coordinator / FHWA Inspector / TCP Coordinator assistant

*Texas Department of Transportation * El Paso, Texas * 1/29/03 – 7/25/03.*

Duties included the coordination of the Storm Water Pollution Prevention Plan (SW3P). Assisted with the execution of projects schedules (Sure Track / Primavera), conducted by interim and final Federal Highway Administrator (FHA) inspections for projects with Federal funds. Generate ADA update data with Global Positional System information, and coordination of Traffic Control Plan (TCP).

Administrator Assistant

*Maquinados de Precision, S. A. * Cd. Juarez, Chih. * 7/29/02 – 1/24/03*

Duties included the coordination of production activities and administrative assistance.

Project Manager / Account Executive

*El Paso Electric Company – MiraSol Energy * El Paso, Texas * 7/10/00 to 7/19/02*

Duties included the performance and sales of energy saving projects, such as generators, geothermal, and lighting, for the El Paso Electric Company International, and the domestic, MiraSol, department. Prepared and gave presentations to clients, conducted follow up customer requirements. Coordinated with in-house and external consultants, the preparation of project documents such as initial and final cost proposals, project implementation and execution, sub-contractor coordination and project closing for purposed of customer satisfaction. Have knowledge of National Electric and Safety Codes.

Project Engineer

*ECM Group, Inc. * El Paso, Texas * 5/93 to 6/00*

Responsible for the maintenance and repair of over 9 million sq. ft. of roofing systems for Delphi Packard Electric and the El Paso Independent School District. Have knowledge of NRCA. I also provided construction and administrative service for over 700,000 square feet of industrial buildings. These buildings included Conductores y Componentes VI, Aerovox, Hubbell, Mallinckrodt Medical and Lexmark (a 1000-class clean room facility). Duties included contractor coordination, day-to-day on-site supervision of all trades (earthwork, concrete, plumbing, electrical, etc.). Also, I was responsible to implement the safety plan in order to comply with OSHA standards that included weekly tool box and job site evaluations, and monthly safety summary / reports that were included in most of payment applications package prepared to owner. Some other duties were the cost evaluation, coordination installation of production equipment, and start-up of building systems, planning and coordination of facility systems (fire protection, electricity, communication systems, water, drainage, HVAC, and compressed air). Two of the most important projects were Mallinckrodt Medical, 10,000-class clean room, and Lexmark, 1,000-class clean room; both manufacturing facilities include special systems such as raw water, treated water, nitrogen, oxygen, etc, as well as sterilized areas. Served as Area Superintendent at the "El Paso International Airport Expansion and Renovation Project," in joint venture with Gilbane Building Company. Other responsibilities included the installation of equipment installation and start-up of Kichler new facility.

Project Administrator / Safety Responsible

*Construction Rio Conchos * Cd. Juarez, Chih, * 1/93 to 5/93*

As a project administrator and safety responsible, I was responsible of Construction Rio Conchos General offices in Cd. Juarez, Chih. Duties included coordination of contractors for various projects that involved safety implementation according with the "Secretaria de Salud Publica" regulations.

General Administrator

*EAGJ Equipment Rental and Engineering Service * Juarez Chih. * 10/92 to 1/93*

Managed and supervised overall operations of business. Supervised and trained up to 15 employees. Duties included city sewer installation; city garbage collection, maintenance, and principal channel clean up.

Project Superintendent

*Inmobiliaria CH * Cd. Juarez, Chih. * 10/90 to 10/92*

As a project superintendent was responsible for the construction of 200,000 sq. ft. of industrial buildings, for Packard Electric, Thomson, and Papelerama. Duties included bid and cost evaluation, design, and field supervision. Responsible for supervising approximately 150 employees.

Laboratory Design Engineer

*SARH (Government Department) *Chihuahua, Chih. * 12/89 to 5/90*

Responsible for Water Test Department, was in charge of designing the sewer and plumbing system for the state of Chihuahua, Mexico.

EDUCATION

- Universidad Autónoma de Chihuahua, **Civil Engineer BS Degree, Chihuahua, Chih. - May 1990**
- Florida Int. University, **Master Degree in Construction Manager, Miami, FL. – August 2008**
- Webster University, **Master Degree in Business Administration MBA, El Paso, TX – July 2010**
- CFE / UACJ, Industrial Energy Savings, **Cd. Juarez, Chih. – July 2000**
- GENERAC, Power Generation course, **Waukesha, WI. – August 2001**
- **OSHA 10 hrs. Safety seminar, El Paso, TX, November 10, 2004.**
- AGC of America and OSHA, **Focus Four Hazards Seminar, Florida International University, Miami, FL, January 27, 2007.**
- **OSHA / NRCA Train-the-Trainer Safety Program, West Palm Beach, FL, February 2007.**
- **OSHA 30 hrs. Safety seminar, University of South Florida OSHA Training Institute, West Palm Beach, FL, February 16, 2007, and April 2013.**
- TRG, **CPR / First Aid, El Paso, TX, December 13 – 2013.**
- **US Army Corps of Engineers (USACE), Contractors Quality Management Certificate (Quality Assurance / Quality Control) - CQMC (QA / QC), February 21, 2018.**
- American Concrete Institute (ACI), **Concrete Testing Certificate – Grade 1, El Paso, TX – May 11 & 12 , 2018.**
- EMT, **Safety Competent Person seminar**, El Paso, TX January 2, 2009.
- Academic Instructor at “Universidad Autonoma de Ciudad Juarez” – Construction Processes
- ECATTS, Environmental Compliance Assessment, Training, and Tracking System Certificate, September 2010.
- GBCI, **LEED GA certificate**, January 26, 2012.
- Department of Defense (DoD), **Cost Estimating Policy Overview Training Course – # 770**, September 11, 2012.
- Department of Defense (DoD), **Anti-Terrorism Awareness Training**, March, 2014.
- American Concrete Institute. **ACI Concrete Transportation Construction Inspector** – November 3, 2018.
- American Concrete Institute. **ACI Concrete Construction Special Inspector** – December 17, 2018.
- New Mexico State University (NMSA). **Quality Concrete School certificate** – January 3 – 4, 2014.

- American Concrete Institute. **ACI Concrete Flatwork Technician** – April 17, 2019.
- American Concrete Institute. **ACI Concrete Strength Testing Technician** – April 24, 2019.
- American Concrete Institute. **ACI Concrete Tilt-Up Technician** – May 6, 2019.
- Construction Management Association of America. **Certificate in Construction Management** – August 17, 2018.

ASSOCIATIONS

- Colegio de Ingenieros, Cd. Juarez, Chih. Mex. - 01/95
- The Association of Energy Engineers (AEE) – 01/01
- New Mexico State Construction Industries Division, GB-98 – 12/02, (general builder certification)
- International Ground Source Heat Pumps Association (IGSHPA) Accredited Installer - 04/02
- SW3P / TCEQ Seminar, Austin, TX – 03/03
- American Concrete Institute (ACI), 11/25/13.

SKILLS

- Experienced in Excel, Power Point, Lotus Notes and Microsoft Word
- Knowledge in AutoCAD, Lotus 123, SureTrack (Primavera) and Access

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