

ALEJANDRO JIMÉNEZ

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SUMMARY

Skilled professional in the construction management industry. Experienced in planning, coordinating, and overseeing residential and commercial construction projects. Full of desire to acquire more knowledge in the field and to contribute with my abilities to the productivity of a well established organization.

EDUCATION

- Florida International University
Construction Management 2016 - Miami, FL
 - New Opportunity Transformational and Leadership Center
Basic Workshop leadership Course 2015 - Miami, FL
 - Arts Digital Institute
Certificate in AutoCAD 2D-Drawing and Printing of plans and project details 2013 - Miami, FL
 - Miami Dade College
Associates in Arts Degree 2010 - Miami, FL
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EXPERIENCE

John Moriarty & Associates, Inc. / PROJECT ENGINEER 2019 – 2020 / Miami, FL

- Assist project manager in pricing and negotiating changes to the scope of work with the client and the subcontractors
- Provide direct support to the construction superintendents in the areas of project administration, change management, document control, and expediting
- Track and monitor onsite and offsite construction activities to ensure compliance with BOD and code requirements
- Coordinate with private provider and design team to manage all permitting requests and approvals with the city
- Prepare substantial completion certificates and ensure all required project close out documents are obtained

Net Construction, Inc., Shell Contractor / PROJECT MANAGER 2018 – 2019 / Coral Gables, FL

- Confer with supervisory personnel, owners, contractors, or design professionals to discuss and resolve matters such as work procedures, complaints, or construction problems
- Plan, schedule, coordinate construction project activities and deliveries to meet concrete pours deadlines
- Prepare and submit budget estimates, progress reports, or cost tracking reports
- Supervise, coordinate, and manage construction workers responsibilities on the field

Mill Creek Residential Trust, LLC. / PROJECT COORDINATOR/ENGINEER 2016 – 2018 / Miami, FL

- Act as the point of contact between subcontractors and design team for project documents review and expediting (Drawings, Submittals, RFI's)
- Coordinate plans review and approval for permitting
- Organize and file records of weekly owner-design team-subcontractor meetings
- Keep track of subcontractors' compliance to obtain LEED Certification

SoEnergy International, Inc. / DRAFTER 2012 – 2015 / Miami, FL

- Produce drawings using computer-assisted drafting systems (CAD) or drafting machines, or by hand using compasses, dividers, protractors, triangles and other drafting devices
- Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, Single-line Diagrams, and models
- Assist other departments on the execution of project offers

JM General Contractors, Inc. / PROJECT SUPERVISOR 2010 – 2012 / Coral Gables, FL

- Create the Layout of the drainage system
- Supervise the construction of approach and driveways

Location: 545 Reinante Ave. Coral Gables, FL // Location: 265 Vilabella Ave. Coral Gables, FL

SKILLS AND ABILITIES

- Bilingual: English and Spanish
- Proficient in Procore, PlanGrid, ProLog, Microsoft Office, and QuickBooks
- Outstanding time-management abilities
- Analytical problem solving skills, capable to work under pressure with an eye for detail
- Outstanding written and verbal communication skills
- Excellent team work and people skills. Leadership skills
- Fast learner, proactive, and easily adaptable to changes