

# Jacob Leiva

## Resume

Miami, FL 33136

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(786) 359 - 2096

I am a very responsible person and have lots of initiative. I am considered very helpful and very convenient. Most people believe me to be outgoing and able to get along very well with anyone. My patience and ability to adapt as well as control my emotions have helped me to develop good people skills. I show up on time and if I can't I will notify that I will be late. I know that being positive and friendly is important to win both the respect and trust of other employees and of course the customers. I want to be part of a great company, with a progressive business attitude so that I could grow and develop my career and also as a person.

I am bilingual and authorized to work in the US for any employer.

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## Work Experience

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### Safety Manager

Coastal Construction - Miami, FL

June 2020 to June 2021

- Identifying Safety Hazard
- Fulfilling Daily Safety reports
- Coordinate Weekly meetings
- Weekly equipment and scaffold inspection.
- Supervise Workers

### Construction Superintendent/Project Manager

Big Bear LLC - Miami, FL

March 2018 to April 2020

Foremen/ Super intendant

- Handled Delivery Shipments to job site
- Supervise an amount of workers in work area
- Certified scaffold erector
- Certified Crane Rigger
- Read exterior Blueprints

### Part-Time Mentor

Jackson Memorial Hospital - Miami, FL

March 2019 to January 2020

- Developing the agreed upon curriculum topic
- Administering the Program Evaluation Tool
- Developing and administering the Course Evaluation Tool
- Maintaining Confidentiality
- Microsoft Skills (Word, Excel, Access, Outlook)
- Filling evaluations and other class notes.
- Returning furniture, supplies and equipment in the program area after classes are complete.

Certifications/License

OSHA 10

OSHA 30

Certified Scaffold and Swing Stage Operator

Certified Crane Director

## Education

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### **High school diploma**

Miami Senior High - Miami, FL

2018

## Skills

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- Computer Skills (Adobe products, Microsoft Office, etc.), Public Speaking
- Construction
- Crane Rigger
- Mentoring
- Blueprint Reading
- Construction Management
- Drywall
- Curriculum Development
- Handyman
- Plastering
- Scaffold Erector

## Languages

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- Spanish - Fluent
- English - Fluent

## Certifications and Licenses

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**OSHA 10**

**First Aid Certification**

**CPR**

**Fall Protection**

**PPE**

**OSHA 30**