

# David Purvis

Associate Project Manager/  
Superintendent

## Contact

### Address

Germantown Hills, ILM D,  
20876

### Phone

(202) 492-7445

### E-mail

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## Skills

First Aid/CPR  
Microsoft Office  
Customer service  
Critical thinking  
Organization and Time  
management  
Project estimation and bidding  
Construction materials  
knowledge  
Blueprint Interpretation  
Safety policies and procedures  
Project Management  
Safety and compliance

## Software

Bluebeam  
Microsoft Office  
Various field software  
Management Packages

Responsible Construction Superintendent with comprehensive experience leading teams of contractors and subcontractors. Outstanding blueprint and design interpretation and comprehension abilities with excellent communication, budgeting and project management talents. Extensive knowledge of all construction sub-trades, construction materials, and supplies.

## Work History

2021-05 -  
Current

### Associate Project Manager/ Superintendent

*FAM Construction LLC, Fairfax, VA*

- Maintained tactical control of project budgets and timelines to keep teams on task and achieve schedule targets.
- Escalated incidents to next level to remain compliant with company's standards and procedures.
- Closely collaborated with project members to identify and quickly address problems.
- Maintained open communication by presenting regular updates on project status to customers.
- Tracked project and team member performance closely to quickly intervene in mistakes or delays.
- Mentored and guided associates in approaches designed to exceed expectations of customers and members.
- Delivered high level of service to clients to both maintain and extend relationship for future business opportunities.
- Recruited and oversaw personnel to achieve performance and quality targets.
- Scheduled and facilitated meetings between project stakeholders to discuss deliverables, schedules and conflicts.

2016-12 -  
2017-05

### Superintendent Heavy Civil

*Technopref Industries , Alexandria , VA*

- Monitored work performance and productivity of subcontractors to comply with specifications, procedures, quality and safety requirements.
- Directed field personnel to complete project on schedule, within budget and with quality workmanship conforming to plans and specifications.
- Determined manpower requirements, material quantities and equipment needs and supervised completion of final punch list.
- Oversaw budget to handle supply, labor and maintenance needs.
- Monitored supply levels and identified cost-effective materials to reduce project expenses.
- Coordinated and direct meetings with the State and contractors
- Avoided construction delays by efficiently following through with all site inspections.
- Produced monthly/ weekly/ bi-weekly reports
- Coordinated and scheduled all marin activity

2012-08 -  
2015-10

### Estimator/Foreman

*Arctic Fireproofing, Elkridge, MD*

- Prepared material orders to complete projects on time and within budget.
- Analyzed and calculated field measurements, survey plans and plot plans to create proposals and process work orders.
- Coordinated product installation and scheduled experienced crews to achieve project scopes of work.
- Communicated with builders and contractors on residential and commercial projects to deliver status updates to customers.
- Maintained Contractor meeting worksheets
- Supervise trade activities
- Provided accurate estimates by defining scope, timelines,

- potential setbacks and limitations.
- Prepared estimates used by management for purposes such as planning, organizing and scheduling work.
- Attended bidding events and formulated bids on many projects.
- Collected historical cost data to estimate costs for current or future products.

2009-03 -  
2012-08

### **Foreman/ Assistant Superintendent**

*Davenport Industries, Sterling, VA*

- Checked equipment to determine if maintenance was required.
- Oversaw employee attendance record, handled payroll and ordered new materials for sites.
- Interacted with employees to demonstrate high standards and mitigate issues effectively.
- Set and revised production schedules to meet changing demands.
- Evaluated incoming materials for quality and amounts ordered.
- Attended on-site meetings with subcontractors and clients per month.
- Supervised trade activities
- Assist with weekly/daily reports
- Foreman/Operator/ Sprayer

2007-07 -  
2009-01

### **Warehouse/ Customer Service/ Manager**

*Circuit City, Gaithersburg, MD*

- Supervised employees and assessed performances to determine training needs and define accurate plans for decreasing process lags.
- Introduced higher standards for customer service and increased efficiency by streamlining operations.
- Consistently managed staff, effectively resolving issues, which resulted in top ranking teams.
- Resolved customer complaints while prioritizing customer satisfaction and loyalty.
- Trained and regularly mentored associates on performance-oriented strategies and customer service techniques.
- Maintained payroll data

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## **Education**

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### **High School Diploma**

*Seneca Valley High School - Germantown, MD*

### **Associate of Arts**

*ASA Miami Community College - North Miami Beach, FL*

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## **Certifications**

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OSHA 30/ OSHA 10  
Sediment and Erosion  
Traffic Control/ Guardrail  
US Coast Guard/ open water certification  
Lead Abatement Certification