

**LEOVIGILDO PERALTA**  
**22266 SW 98<sup>th</sup> Place**  
**Cutler Bay, FL 33190**  
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### **Objective**

Experienced field supervisor with excellent organization skills seeking a position where I can be part of a team, provide quality work, grow within the company, and be fully utilized and expanded for my abilities.

<ul style="list-style-type: none"><li>• Fast learner</li><li>• Prioritizing skills</li><li>• Very professional</li><li>• Responsible</li><li>• Hard worker</li><li>• English and Spanish Speaker</li><li>• Spec and plan reading</li><li>• Knowledge of multiple roofing systems: Metal, Shingles, Tile, Single Ply, Mod Bit, and Coatings</li><li>• Ability to read and interpret documents in English such as work orders safety rules operating and maintenance instructions and procedure manuals</li></ul>	<ul style="list-style-type: none"><li>• Common Sense</li><li>• Box truck driver</li><li>• Customer service skills</li><li>• SAP Program</li><li>• Leadership skills</li><li>• Knowledge of safety regulations</li><li>• Computer Skills</li><li>• Problem Solving Skills</li><li>• Ability to inspect and locate defects in existing roof systems</li><li>• Knowledge of Egnyte</li><li>• Knowledge of Dataforma</li></ul>
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### **Work Experience**

PSI Roofing

Commercial Roofing Field Superintendent

July 2021 through Present

- Perform minor repairs and/or water test to activate leaks.
- Managing of crew leaders and ensuring all crew members are trained to meet safety and quality standers by providing took box talks to the crew.

- Staging of materials, parking, knowledge of emergency evacuation routes.
- Making sure to complete daily activities while at the same time creating safety measures and making sure crew complies.
- Documenting progress with photographs and aerial drone pictures.
- Perform quality control duties and responsibilities the work being performed.
- Work with project manager and coordinators schedule materials orders and delivers.
- Complete Daily safety and progress reports.
- Scheduling record keeping and dealing effectively with customers.
- Scheduling of inspections and keeping a good relationship with inspectors for smooth project completion.
- Reviewing job scopes with project manager

#### Kairos Roofing

##### Construction Manager

June 2020 through July 2021

- Schedule with all vendors, suppliers, building code agencies and management team
  - Handling of customer complaints and coming to a resolution as fast as possible to maintain the company's reputation.
  - Planning of sequencing of work and determining manpower levels, and equipment requirements
  - Advising senior level management of potential problems, work interference, or schedule difficulties while assisting in circumventing / resolving such conflicts
- Ensure that the construction project complies with all safety and building regulations.
  - Establish risk factors, then manage and mitigate them to ensure the construction goes on smoothly.
  - Prepare reports on the project.
  - Managing of crews and all commercial and residential roofing field operations
  - Walk through with customer to ensure they are satisfied with the project
  - Take aerial pictures before and after project.

CentiMark Roofing and Flooring  
Service Director / Commercial Field Supervisor  
January 2018 through 05/01/2020

- Schedule with all vendors, suppliers, building code agencies and management team
- Coordinating between project management, field engineering, estimating, subcontracts suppliers, inspections and the client to ensure construction complies with plans, specifications and company quality standards.
- Create, Maintain and monitor a one week look ahead schedule and ensure all vendors agree during the weekly job site meeting.
- Planning of sequencing of work and determining manpower levels, materials quantities and equipment requirements.
- Managing of crews and all commercial and residential roofing filed operations.
- Contact with Project Manager and Operations Manager to ensure the job runs on schedule and all information needed by the foreman is provided in a timely manner.
- Handling of customer complaints and coming to a resolution as fast as possible to maintain the company's reputation.
- Performing of final walk thought for clients making sure work quality is up to par and client is satisfied with work.
- Addressing any comments, questions or concerns from clients.
- Creating punch list for detail work that needs to be completed.
- Work with sales representative to help put together quotes for clients.
- Advising senior level management of potential problems, work interference, or schedule difficulties while assisting in circumventing / resolving such conflicts
- Approving employee's time and checking accuracy.

FHIA Construction, Inc.  
Residential Filed Supervisor  
February 2015 through 2018

- Client contract signing
- Manage of loan docs
- Inspection approval
- Direct communication with inspectors, adjuster and owners
- Inspecting ongoing work
- Making sure crews have materials needed
- Run permits
- Inspection of roof when job completed to make sure it passes inspection

- Meeting with crew members to make sure we are organized and productive
- Arranging for necessary equipment and keeping project costs at or, if possible, under budget

Smart Roofing, Inc.

Commercial and Residential Foreman

October 2001- January 2014

- Interviewing new clients
- Delivery of materials
- Managing a crew of ten
- Measuring homes or businesses and giving them quotes
- Direct communication with clients, adjuster and owners
- Working with and having knowledge of tools and electrical issues
- Work lifts operator
- Installation of metal roofs and gutters
- Custom fabrication
- Making clients feel comfortable and satisfied with their product
- Professional with clients to make reputation of business successful
- Training of new employees
- Box truck Driver

### **Education**

EM- 385 Certification

Osha 30 Certification

Fork Lift Operator Certification

Lull Operator Certification

Man Lift Operator Certification

Crane Rigger Certification

CPR Certification

### **High School Diploma, 1999**

- South West Senior High

References

References are available upon request.