

ZACHARY ROBERTS

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Certified General Contractor with more than 12 years of experience in project management of residential and commercial construction. Successful projects range from large-scale retail spaces to hurricane-damaged remodels to high-end luxury homes. Proven leadership and organization skills, ensuring successful completion of projects within budget and on time. Strong communication skills, promoting effective negotiations, positive client/subcontractor relations, and accurate construction documentation.

SKILLS & CERTIFICATIONS

- Florida Certified General Contractor CGC1512422 – Feb 2016 (Current/Active Status)
- OSHA Certified (30 hours)
- LEED (Leadership in Energy and Environmental Design) Certified
- Documentation preparation includes bids, leases, contracts, and permits
- Primavera and On-Schedule Scheduling Systems
- Knowledge of CADD and architectural blueprints
- Advanced Proficiency in MS Office Suite, MS Outlook, MS Project, and Windows operating system
- ITA Class 7 Fork Lift Certified

EXPERIENCE

Director of Construction – MARKS CONSTRUCTION LLC Lakeland, FL Feb 16 – present

- Direct the project management of commercial and residential construction with budgets from \$5 million to \$50 million.
- Supervise up to five Construction Managers and three Area Managers with the execution of projects.
- Estimate, manage, and process budgets from \$5 million to \$50 million, including preparing and soliciting county, government, and public bids.
- Manage the subcontracting process to ensure proper execution of work and compliance with contracts.
- Review invoices and project budgets to coordinate the guaranteed maximum price.
- Negotiate contracts, quantity takeoffs for both building and site work, and deals with architects, engineers, and owners for design-build contracts.
- Communicate and meet with various officials to obtain permits and schedule inspections.

Examples of projects delivered on time and on budget include:

- Villa Verde subdivision 20-home high-end community – \$40 million
- Crow's Nest subdivision 60-home community – \$50 million
- Haines City Wal-Mart – \$10 million
- Davenport City Plaza (12-store strip mall) – \$5 million
- Life Way Church, Davenport – \$6.5 million

Project Manager/Site Manager – JOHNSTON CONSTRUCTION LLC Orlando, FL Feb 13 – Jan 16

- Project management for commercial construction, including retail big-box, tenant finish/build out, and special projects.
- Managed job startup and scheduled planning through project completion and closeout while identifying and implementing cost and time-saving measures during purchasing, as well as providing assistance in estimating and bid process.
- Monitored subcontractor's performance to ensure projects were constructed in accordance with contracts and standards.
- Provided leadership and participated in schedule logic reviews, weekly project team meetings, mid-project reviews, client meetings, and other completion meetings as required.
- Coordinated inspections with local municipalities to ensure projects adhered to building codes.
- Developed and created documents for bids, contracts, and subcontractor awards.

Examples of projects delivered on time and on budget include:

- In-Bloom Florist – \$500,000
- Dundee Baptist Church – \$1.5 million
- Mid Florida Credit Union – \$1 million
- Sea World Orlando – ongoing special projects
- Crystal Lake Elementary School – \$300,000

Superintendent – DAVENWOOD HOMES

Atlanta, GA May 11 – Jan 13

- Collaborated with warranty department to maintain a strict schedule of subcontractors for mold remediation and repairs in residential homes.
- Functioned as liaison between homeowner and subcontractor to bring hurricane-damaged remodel repairs to successful completion.
- Maintained strict schedule of production process to forward homes from drywall stage to closing.
- Supervised job sites, managed trade duties and scheduling, and ran project meetings.

Site Manager – ASHTON REMODELING (General Contractors)

Atlanta, GA Jun 08 – Apr 11

- Performed full-cycle project planning and implementation, including bidding, document preparation, material purchasing, project budget, estimating, and negotiations.
- Planned, organized, and managed overall residential/light commercial repair, remodeling, and construction development.
- Maintained positive relationships with customers and clients while conducting needs assessment and explaining design concerns, project scope, and cost-effective options.
- Achieved 100% on-time project completion while meeting strict timelines and budget requirements.
- Maintained databases and financial spreadsheets for client tracking and forecast models.

EDUCATION

Bachelor of Arts – Management
University of South Florida
Tampa

Associate of Arts – Architecture/Drafting
Daytona Beach Community College
Daytona Beach, Florida