

Fernando L. Figueroa  
7915 Saratoga Knoll  
Selma, TX 78154

February 2010

Dear Human Resources;

Good day!

I am Fernando Figueroa a Project Manager for an electrical, plumbing and utilities contractor. I am highly motivated and extremely driven to achieve greatness in the construction industry. After pursuing a bachelors in computer graphic arts some years ago, I found my true passion in civil engineering. For the last couple of years I have been a diligent student at San Antonio College and soon to accomplish my civil engineering associate degree. My employer has changed his direction from construction to only home service and due to this I am taking this opportunity to make a change in my career path.

As an aspiring civil engineer I am interested in becoming part of a company or organization where I can work and be involved in civil engineering or general contractor, while I complete my Bachelors in Civil Engineering with a minor in construction management. I have been proactive and attained various certifications (OSHA-10, Construction Project Manager certification (PMDP), GSA contract certified). My goal is to become part of an organization that can provide new knowledge and experience, giving me the tools needed to move up in the industry. I am extremely organized and use to working under pressure. Do to the nature of our industry we have to work under time sensitive deadlines for our customers and construction projects to be satisfied accordingly. I am also a quick learner, a problem solver and can work efficiently with a team or by myself.

All your references, information and guidance will be greatly appreciated. You folks are the instruction and mentors in our industry. The ones who set the example and inspiration for young professionals as myself to follow. I am 29 years old and because of this I feel a pressing desire to continue my career path in construction and management. Hopefully becoming one of the most credited green or LEED engineers in the United States with the next 11 years. Thank you for your time I look forward in hearing from you. Have a wonderful week!

Best regards,

**Fernando Figueroa**

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*Live GREEN and Be GREEN.*



Please consider the environment every day...

## Fernando Figueroa

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**Objective:** As a current project manager and a civil engineering student I have benefited from gaining great knowledge and preparation that I utilize on a daily basis. I am seeking an opportunity that will challenge my skills, energy and never ending will to be the best. Knowing this industry has a lot to offer, I'm looking to become part of an organization that has years of experience with a positive track, that would provide a solid career for me to move up from within and become an even better professional. Consider me for positions as assistant engineer, project manager or assistant project manager, project coordinator, assistant superintendent, quality control or any related field.

### Work Experience:

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**Surgo Construction Svcs. / Streamline Svcs. – Project Manager/Project Acc.** San Antonio, TX 2007-2010

- Worked several projects including restaurants, hotels over 30 stories high, military installations, public schools, commercial remodels and federal/state buildings.
- Provided assistance with project schedule and development plan.
- Evaluated all project documents, shop drawings, addendum announcements, purchase orders, AIA forms, AIA pay applications, RFI's, change orders, added work orders, ongoing project correspondence and close out documents.
- Managed project schedule files, subcontractor folders, with ongoing schedule updates and needed milestones for project completion.
- Provided purchasing & control for all materials according to take off list and special product needs.
- Supervised sub-contractors daily coordination and in house personal.
- Involved in all team and progress meetings.
- Provided assistance with construction inspections and needed approvals for project to stay on course.
- Responsible for project accounting, labor and material cost evaluation.
- In charge of preparing AIA certified payroll applications.
- Conducted weekly safety meeting, evaluating daily progress reports and delegating project tasks.
- Organized the company's structure and policies from the office to field employees. Standardizing manuals and systems for better company effectiveness and productivity.

**Barnes Distribution - Area Manager**

Rio Grande Valley TX & Mexico 2003-2007

- Managed sales territory catered to construction, heavy equipment, industrial manufacturing and automotive companies with successful growth from \$30,000 to \$140,000 in less than 2yrs.
- Designed presentations and trainings on correct use of products and safety procedures by OSHA.
- Involved completely with all customers and new projects, from their vendor-managed inventory to their full customer service satisfaction.
- Developed sales budgets, profit margins and forecasting based on the specific GSA projects.
- Recruited and trained new sales professionals to become part of our Team in FL and TX.
- Established customers across the borders for export of our existing products and services to Monterrey, Apodaca, Reynosa, Matamoros, Nuevo Laredo MX.

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### **Southern Building and Rigging** – Assistant Field Superintendent

Miami, FL 2001-2003

- Designed, build and installed customized kitchen cabinetry in luxury custom homes.
- Installed trim work consisting of doors, base, casing, chair rails and crown moldings.
- Managed the development of special design projects with customers and contractors.
- Supervised over 10 workers on a daily basis.
- Managed all manpower and up-keeping schedules project completion.
- Oversight of high cost Bank equipment installation, including VAT system, safe box, under counter cash systems, and major vaults.
- Supervised the high and low voltage wiring with final testing and adjustment.
- Project auditor and construction inspector for all bank installations.

### **United States Marine Corps** – Traffic Management Operation Specialist

Newport, VI 1998-2001

- Acted as exercise coordinator for all intrograde and retrograde.
- Coordinated all incoming and outgoing cargo using resources to efficiently meet deadlines, and destination schedules.
- Managing operations unit with budget constraints and complete delivery compliance.
- Coordinated transportation and resources for more than 500 servicemen to establish new operation sites in various trainings and exercises.
- Received various meritorious awards and medals for outstanding accomplishments.

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**Qualifications:** Over 10 years combined experience in cost analysis (budget), time management, leadership in scheduling, cost management/control in construction operations and related positions.

- Proven, “hands-on” project management with multi-tasking capabilities, adaptable, resourceful
- Proficient in Microsoft office procedures and other computer programs (Word, Excel, Outlook, Power Point, ACT, Quantum Construction Mngr., QuickBooks Contractor and Bullhorn)
- Bilingual completely fluent in English and Spanish (spoken and written)
- Attending UTSA & SAC, for B.A. in Civil Engineering/Minor - Construction Management 3<sup>rd</sup> year
- Construction Project Manager certified in project administration, estimating and job costing / PMDP
- OSHA 10hr Certified
- Certified in blueprint reading for construction
- GSA contract certified and account management oriented
- Traffic Management Coordinator – Certified / USMC 1999
- Notary Public State of Texas ( My comm. Exp. 02/03/2013)
- Completed management, marketing, real estate and sales certifications sponsored by National Corp.
- Member of Association of General Contractors and Young Constructors Forum

**References are available upon request.**