



# CONSTRUCTION EMPLOYERS ASSOCIATION

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## EMPLOYEE RESUMES & CONTRACTORS OPENINGS

### SUPERVISOR / MANAGEMENT PERSONNEL ONLY

*Do you need an addition to your staff or crew? Do you have a special construction position you need to fill?*

*If you answered "YES" to either of the above, remember CEA has a free referral service. Resumes are on file for most construction positions. All resumes and positions are kept in strict confidence.*

***Please call Tina Will at (216) 398-9860 or e-mail at [twill@ceacisp.org](mailto:twill@ceacisp.org) to advise her of the reference number(s) you are requesting.***

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: The Resume Sheet is now available to you on the CEA/CISP Website at [www.ceacisp.org](http://www.ceacisp.org) and go to Career :  
: Board. You can call or e-mail Tina Will with your inquiries. :  
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### **\*\* POSITIONS AVAILABLE \*\***

**Senior Executive** – Well established general contractor/construction manager in the Cleveland area is looking for a motivated professional person with a minimum of ten years experience to advance into senior management/principal position. Experience must include estimating, project management, trade negotiations and sales. Projects in the private sector include; new and remodeling health care, institutional and class 'A' offices. Refer to A-100

**Draftsman** – Needs experience in stairs and handrails. No CAD available. Refer to A-110

**Director of Operations** – An established growing construction company is seeking a Director of Operations with construction experience, specifically in highway, pipe, site, structural concrete, development infrastructure, and utility work. A minimum of ten years of professional experience, including management, with a minimum of five years in a senior management capacity required. Responsibilities include: coordinating and controlling all construction management activities including bidding/estimating; resolving issues; managing resources (human and equipment); interfacing with customer representatives; oversight of contract administration and compliance; crew and project scheduling; materials/inventory management and distribution; safety, claims resolution; and project closeout. Refer to A-120

**Project Manager** – A construction management company located in Ohio is seeking a highly motivated professional with at least ten years of management experience in the construction field and a minimum five years OSFC (Ohio School Facilities Commission) project experience. The successful candidate will possess a Bachelor's degree in A/E/C or Business Administration and will have the ability to successfully lead teams, achieve results and analyze and resolve complex issues. The company offers a competitive salary and comprehensive benefits package. Refer to A-130

**Project Coordinator (PC)** – General responsibilities include the preparation and maintenance of certified payroll, monthly utilization, City of Cleveland residence reporting, and MBE/FBE diversity reporting. Additionally, the PC will manage and distribute requests for information, submittals and shop drawings, and administrative support. As a Project Coordinator, opportunities are available to be involved with multiple projects with guidance from a professional project manager. Day to day communication will afford this position the availability to grow and take on additional responsibilities for career advancement. Applicant is to be a self-starter with initiative and willingness to communicate and work in a team environment. Advanced skills are preferred in computerized construction project management systems, Microsoft Office, including Excel, Word, PowerPoint, and Outlook. Applicant to advise if LEED AP accredited. 2-3 years minimum experience. Refer to A-140

**Project Manager (PM)** – This position must fulfill all the responsibilities of an autonomous manager with experience in estimating, scheduling, project management, contract writing, correspondence, and cost management, Applicant is to be a self-starter with initiative and willingness to communicate and work in a team environment. Advanced skills are preferred in computerized construction project management systems, Microsoft Office, including Excel, Word, PowerPoint, Suretrak, and Outlook. Applicant to advise if LEED AP accredited. 5-7 years experience required. Refer to A-150

**Accountant/Bookkeeper** – A leading commercial developer and general contractor located in downtown Cleveland has an immediate opportunity for an Accountant/Bookkeeper to join its entrepreneurial management team. The successful candidate will possess construction industry accounting experience with strong accounting and communication skills, as well as the flexibility and ability to adapt to new projects and challenges. A Bachelor's degree in accounting, 3+ years of relevant work experience, proficiency with QucikBooks, or equivalent construction accounting software, and a construction industry background is required. This position is primarily responsible for job cost accounting, billings, construction draw monitoring, cash and accounts payable analysis, and overall general ledger responsibilities. Refer to A-160

**Senior Sales Representative** – A Construction subcontractor located in Canton, Ohio specializing in the fabrication and placement of concrete reinforcing for civil, commercial, and industrial projects is seeking a Senior Sales Representative. He/She will be responsible for servicing existing customers as well as identifying and generating new business. Candidate will report directly to the president of the company. Refer to A-170

**Administrative Assistant** – Specialty Contractor is seeking a part time Administrative Assistant to work three days a week. Refer to A-180

**Construction Specialist** – The Construction Specialist will manage and execute the completion of planned new store, store expansion and downsize projects in accordance with approved budgets, timelines and project specifications; coordinates the activities of the architect, general contractor and national accounts to guide store opening process. Prefer two to four year degree and two year's experience in retail project management, ability to travel 30-40% of the time. Refer to A-190

**Facilities Manager** – Develop and implement facilities management programs designed to maintain viability, upgrade/maintain appearance, and enhance efficiency and use of structures, equipment and services within established budgetary constraints and organizational policies and procedures. Recommends policies and approves goals and objectives from functional areas including Environmental/Contract Services, Maintenance, Shipping/Receiving, and Security. Master's degree in Architecture or Mechanical or Construction Engineering preferred. Over six years of facilities management experience including background in administrative work with a multiple site complex, labor relations, and safety program administration. Certification in Facilities Management (CFM) preferred. Refer to A-200

**\*\* RESUMES AVAILABLE \*\***

**Administrative Assistant/Quality Control** – Five years experience working in progressively responsible Quality Control position. An energetic team member; Self-confident and committed to customer service excellence. Dedicated, resourceful, willing to learn new tasks and a reliable worker. Knowledge of Microsoft office, Excel, Lotus Notes, and Inventory Control. Refer to B-100

**Office Assistant/Sales Support/Receptionist** – Knowledge of Marketing – creating ads for publications; Sales Support – generate work schedules; placing orders, dispatching, order and maintain brochures, Notarize Liens, help with computer problems, process required procedure for products and trouble shooter. Proficient in Word, Excel, and Outlook. Refer to B-200

**Administrative Assistant/Office Manager** – Proficient in administration, project coordination, and office management. Ten year's experience working as a Contractor for NASA Glenn Research Center in construction and engineering. Contract administration, purchase orders, change orders, bid preparation, compiling close-out documents including final release of liens and warranties. Refer to B-300

**Office Manager/Administrative Assistant** – Oversee daily office operations. Responsible for all aspects of office functions including: Accounts Receivable, Accounts Payable, Payroll and Personnel, Union Reporting, and General Office duties. Computer proficiency includes: Word, Excel, Outlook, Foundation, ADP and Quickbooks. Refer to B-400

**General Superintendent** – Has profitably estimated and secured contracts; Acting Superintendent under Division Manager; Management and placement of man power over multiple job locations; Working across trades to facilitate on time job completion; Field documentation including time studies and environmental conditions; Using take-offs, and field measurements to order job materials. Refer to B-500

**Senior Executive** – A senior level executive with over 20 years experience in various aspects of the construction industry. Qualifications include a background of progressively responsible positions with a demonstrated performance record of meeting complex deadlines, and cost-effective monitoring of multi-million dollar budgets. Excellent communication, leadership, negotiation, troubleshooting and motivation skills to effectively interface with subcontractors and suppliers, local officials, architectural and engineering staff and clients. Refer to B-600

**Construction Payroll/Accounting/Administrative** – Over 16 years experience in the construction industry. Knowledge of accounting, including payroll manager, accounts payable and billing. Excellent interpersonal communication and organizational skills. Computer experience includes: Microsoft Word; Excel; Outlook; Timberline and Abra. Refer to B-700

**Administrative Assistant/AP-AR Assistant** – Experience includes receptionist/accounts payable assistant for a general contractor in the construction industry. Background also includes administrative, secretarial, accounts payable/receivable, customer service, purchasing, reception, sales and marketing experience in good organizations; along with computer skills (proficient in Word, Excel and many other programs), much general office knowledge, and many other abilities. Looking for east side location. Refer to B-800

**Administrative/Accounting Assistant** – Experienced and personable including small office management. Well qualified in all facets of back office Accounting Operations, including accounts receivables/payables, AIA billings, payroll and all payroll reporting. Also extensive background with secretarial, administrative, reception and customer service duties. Proficient in Quickbooks software and Microsoft Word, Excel, and Outlook. Refer to B-900

**Field Superintendent** - Recently completed \$2.5 million construction of 20,000 square foot pre-engineered warehouse and attached 9000 square foot CMU office building on eight acres. Extensive experience within the building trade industry. Various aspects of construction supervision in retail, commercial, government, industrial and historical projects. Carpentry skills, building inspection and site work. Experience dealing with public utilities, city, county and state codes. Supervised remodeling of 1929 three-story school building. Upgraded all utilities and installed elevator system. A.S. Construction Technology and A.S. Carpentry Technology. Former San Diego County building inspector. Refer to B-1000

**Estimator/Project Manager** – Experienced, knowledgeable and versatile estimator and project manager. Expert abilities in preparing detailed bid packages, plan and lead the preconstruction meetings, project start-up, costing and site management. Decisive and results-oriented self-starter driven to meet deadlines. Possess broad-base management skills, with strong collaborative problem solving skills. Refer to B-1100

**Business Administrator** – A high energy executive with a solid track record of urban strategic planning, project management, sales and real estate development experience. High degree of integrity and business ethics. Strong leadership, communication and effective interpersonal negotiation and presentation skills utilizing initiative and independent judgment. Strong analytical and problem solving abilities. Refer to B-1200

**Payroll/Bookkeeper/Administration** –Extensive experience in the construction industry performing A/P, A/R, multi-union payrolls, union reporting, all appropriate taxes, insurance and year-end processing. Detail oriented including administrative background as well. Refer to B-1300

**Project Manager** – Entry-level project manager with experience in hiring and supervising subcontractors; calculate and order materials; manage schedules and \$100,000 equity line of credit. Refer to B-1400

**Assistant Project Manager** – Knowledge of all general business and construction duties from management responsibilities to sales, estimating, and bidding for residential contracting. Responsible, dependable, punctual, goal-oriented and great attention to detail. Able to resolve issues fast and accordingly. Excellent verbal and written communication skills. OSHA certified in construction safety and Health. Enrolled in blueprint reading classes. Refer to B-1500

**Safety Specialist** – Forty years experience in the Safety and Health field, most recently with a large Ohio based contractor in the Heavy Highway and Heavy Industrial market. Responsible for New Hires, Job Site Safety analysis, Administrating Safety Programs, Site Audits/Site Visits, Drug Testing and Training for V.P.'s, Supervisors, Foremen as well as trades people in the field. Was also involved as a trainer/instructor at CEA. Refer to B-1600

**Business Developer/Marketing Director** – Ambitious and outgoing professional with 15 years of sales experience in the construction industry. Known as a master networker and relationship-builder. Also have developed comprehensive marketing programs including collateral materials, website content, display ads, newsletters, presentation/sales support materials and much more. Refer to B-1700

**Project Manager** – Wide range of experience managing residential, commercial and light industrial construction and real estate development projects including both new construction and renovation work. Job responsibilities have included estimating, buyout, contract/subcontract preparation, management of field staff, project supervision, interfacing with clients, budget and schedule control, change order processing, billing, reporting, securing government approvals/permits, management of project design professionals, and management of closeout process and warranty issues. Refer to B-1800

**Project Supervisor** – Fifteen years experience supervising the rehabilitation and reconstruction of highway projects for the State of Ohio. Highly motivated and goal-oriented, accurate, thorough and precise in attention to details. Good organizational skills. Completes multi-faceted tasks. Refer to B-1900

**Mechanical Engineer** – Experience in design of HVAC, plumbing and fire protection systems for new and existing buildings. Specifications and technical bid tabulation of piping, heating and cooling systems. Design and modification of combustion equipment including blowers, burners, and consumer power equipment. Proficient in AutoCAD 14/2000, Office 2000, Windows 95, 98 and NT. Strong analytical, problem solving and organizational skills. Refer to B-2000

**Project Superintendent** – Qualifications and skills include: Certified Personal First Aid & CPR; OSHA 10 Hour Continuing Education; OSHA 30 Hour Occupational Safety & Health, OSHA Fall Protection certification; Storm Water professional; Commercial framing and lay out; Graphic Design and Blueprint Reading. Over 13 years in the construction industry. Refer to B-2300

**Office Manager/Receptionist** – Twenty years experience in commercial construction documents and environment as well as a current notary. Assistant to field supervisors and project managers. Knowledge of being a Field Secretary which includes: overseeing commercial sites as well as assist with the bid work, site set up, permits, contracts, change orders and close-out documents. Refer to B-2400

**Office Administrator** – Results driven manager with broad experience in growing and evolving organizations in the construction, utilities and service industries. Experienced with banking, investor and other financial interest as well as successful leadership and execution in cash management, payroll, collections, accounts payable, inventory, job costing and process creation. Refer to B-2500

**Construction Management/Real Estate Development** – Results driven construction executive with 20+ years of experience and a history of increasing profitability by optimizing project/risk management, resource allocation, processes, and cost control. Demonstrated expertise in commercial construction, property development, and branch bank construction. Proactive, diligent team leader with proven ability to oversee critical path programs, deliver process/organizational turnarounds, effectively drive change, and leverage outstanding relationship management skills. Refer to B-2600

**Marketing Professional** – Marketing communications professional with proven background in developing multi-dimensional marketing campaigns for small businesses to Fortune 500 companies. Successful in creating brand awareness that builds name recognition, increases sales and improves market share. Refer to B-2700

**Project Manager/Safety Manager** – Experienced in general business and construction management with emphasis on difficult renovation projects. Projects included local city, county, and educational facilities in the greater Cleveland area. Compiled a company safety record with “ZERO” recordable accidents, injuries or lost time for the last three reporting years. Exceptional organizational skills, strong work ethic, proficient in Microsoft Office applications and Timberline management software. Experience in all phases of project management from submittals to close-out and warranty issues. Refer to B-2800

**Field Project Administrator** – Provide daily administrative support to the labor force and project management onsite for concrete projects; interfacing with subcontractors and clients. Implemented a new process for daily timesheet recording, providing daily manpower reports for clients. Involved in updating and improving company processes. Responsible for coordinating project set-up and close-out; documents, supplies, furniture, consumables, equipment. Refer to B-2900

**General Field Superintendent/Superintendent** – Thirty-seven (37) years experience in commercial, industrial, and retail construction. Bring projects in on time and on budget. Have worked on jobs from retail build outs to \$120,000,000 shopping center, 100,000 square foot manufacturing building, exhibit at Sea World, dorms at John Carroll University, to \$2,000,000 remodeling of college cafeteria during the three month summer vacation. Management experience with having my own company for five years and being a board member of the carpenters apprentice school. Refer to B-3000

**Labor Relations Management** – Managed day-to-day work order acquisitions and fulfillment procedures. Implemented and control financial and accounting processes to maintain successful and profitable enterprise; safety policies and procedures to ensure compliance with government regulations; and ensure timely delivery of laborers as contracted to specific work sites to meet customer demands. Recent college graduate with a degree in Labor Relations Management. Refer to C-100

**Project Manager/Estimator** – Extensive construction field experience and management; including laboring, operating, supervision, contract administration, project design and project inspection. Has performed project design, contract administration, construction supervision, progress photo documentation, electronic project logs to expedite progress reviews of reports and photos. Refer to C-200

**Administrative Assistant** – Recent graduate of Bowling Green State University with a Bachelor's in Healthcare Administration and minor in Business. Understands the importance of confidentiality; works well in high-pressure situations; proficient in Word, PowerPoint, Photoshop, and Excel; fluent in French and Spanish. Refer to C-300

**Project Superintendent** – Twenty-five plus years as a Project Superintendent. Management experience; technical expertise and analytical judgment; superior leadership and communication skills in planning, scheduling and quality control at a consistently high level of performance in a variety of projects. Refer to C-400

**Project Manager/Estimator** – Extensive experience with managing projects and estimating to enhance the profitability of the team, utilizing core competencies in organization, negotiations, scheduling, and risk and date analysis to provide profitable results. Refer to C-500

**Safety Director** – Twenty plus years in residential and commercial construction. Experience with trenching; erecting crane work; scaffold installation and daily inspections; reports with abatement of violations or other hazards. Computer skills include: Microsoft Word, Excel, data and photo documentation. Refer to C-600

**Superintendent** – Daily responsibilities include coordinating all on-site subcontractors to meet schedule requirements, safety, and customer expectations. Resolve problems in collaboration with architect and engineers regarding drawings and project intent. Schedule and coordinate building inspections and accompany inspectors through project. Review shop drawings and submittals for compliance with contract drawings and specifications. Submit request for information to architect and engineers, and distribute changes to trade contractors. Refer to C-700

*All Resumes are Confidential*