

510 Burton
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Christopher J. Charo

Objective

I am seeking an office position in the construction field within a reputable agency that allows me to utilize my skills as an Estimator and or Project Manager.

Employment

06/05/06 to 05/29/09 Leonard Contracting San Antonio, Texas

Project Manager

- Managed Safety Coordination for Leonard Contracting
- Helped set up a partnership with OSHA through ABC for the company
- Managed ground up and Interior finish out projects
- Project estimates and budgets for bids of new buildings and remodels
- Worked on design build projects
- Coordinated preconstruction meetings
- Handled submittals and RFI's for projects
- Took care of approved change orders to budgets
- Submitted plans for review and permits to the city
- Set up construction schedules for active jobs using Microsoft Office Project
- Used Microsoft Office Professional and Onscreen Takeoff for estimates

03/10/04 to 06/01/06 DPR Construction Austin, Texas

Project Engineer

- Bid Drywall self-perform work
- Worked budgets and weekly production on estimated jobs
- Tracked material pricing and orders for specific jobs
- Put together submittals as per plan and specification for bided jobs
- Gathered MSDS books (job specific)
- Oversee all aspects of drywall, interior and exterior sheathing
- Handled man power and the hiring of new employees
- Submit RFI's and change orders
- Partner in Zero Defects Team
- Held job preconstruction meetings
- Used Quick-bid, On-Screen take off and Microsoft Office Professional 2003 daily

02/11/03 to 03/09/04 Powers Construction Inc. San Antonio, Texas

Foreman

- Layout large construction jobs, interior and exterior
- Assisted in job estimating
- Project Coordinator
- Bid jobs online with BXTX
- Job take offs
- Submittals and job package information for awarded jobs
- Worked with all general office equipment
- Worked as office assistant doing administrative work
- Used Quick-bid, On-Screen take off

09/18/01 to 02/11/03 F.A. Nunnley San Antonio, Texas

Foreman

- Layout jobs, interior and exterior
- Site elevations for grade
- Layout footing and beams for concrete placement
- Supervision of employees and Sub-contractors
- Assistant Superintendent

08/21/97 to 09/17/01 Metropolitan Contracting Co. San Antonio, Texas

Carpenter

- Rough carpentry
- Metal framing and sheetrock
- Interior finish out and suspended ceiling systems
- Finish carpentry and hardware
- Layout interior and exterior walls
- Set door frames and doors.

Education

06/02/93 Oliver Wendell Holmes High San Antonio, Texas

Diploma

- General Studies

08/24/99 to 10/30/02 ABC Apprenticeship School San Antonio, Texas

Certification

- Carpentry.
- SAWS Storm water prevention
- Certificate of Completion for Apprenticeship from the United States Board of Labor

References

Mike Leonard (Owner) Leonard Contracting

210-493-8303

Jerry Graber (Project Manager) Leonard Contracting

210-493-8303

Robert Pugh (Superintendent) LAGO BUILDERS

512-284-6608

Gary Naurget (Office Manager) DPR Construction

512-354-7699

Sonny Shiemer (General Superintendent)

210-829-5542

Languages

Bi-lingual; Spanish.