

# SENIOR CONSTRUCTION PROJECT MANAGER

**ETHAN ABREU**

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DEAR HIRING MANAGER,

I WAS EXCITED TO READ ABOUT THE CONSTRUCTION PROJECT MANAGER JOB OPENING AT BRADBURY STAMM CONSTRUCTION, INC. I HAVE WORKED IN THE CONSTRUCTION INDUSTRY FOR 10+ YEARS AND HAVE BEEN IN MANAGEMENT POSITIONS FOR 5 YEARS NOW. I RAN MY FAMILY CONSTRUCTION COMPANY AND, APART FROM, CURRENTLY HAVE MY OWN CONSULTING AND DESIGN BUSINESS FOR CONSTRUCTION.

IN ADDITION TO MY EXTENSIVE MANAGERIAL EXPERIENCE, I HAVE STRONG AND EFFECTIVE COMMUNICATION, DELEGATION, AND ORGANIZATIONAL SKILLS, TO NAME A FEW. I ALSO HAVE IN DEPTH KNOWLEDGE ON EXECUTING AND STICKING TO PROJECT SCHEDULES, BUDGETS, SUBMITTALS, CHANGE ORDERS, AND OTHER ASPECTS.

MY BROAD BACKGROUND IN THE FIELD MAKES ME AN EXCELLENT CANDIDATE FOR THIS POSITION. THANK YOU FOR YOUR CONSIDERATION. I LOOK FORWARD TO HEARING FROM YOU TO ARRANGE AN INTERVIEW!

SINCERELY,

505-555-5555 | **[ABREUETHAN@ABREU.COM](mailto:ABREUETHAN@ABREU.COM)**

## SKILLS

CEO & COO	Senior Project Manager
Team Collaboration	Organization
Delegation	Coordination
Bookkeeping	Controlled Finances
Customer Service	Communication
Marketing	Branding
Responsibility	Creativity

## OBJECTIVE

I am a very proficient and hard-working person in everything I do. I am able to overcome any obstacle that stands in my way with good problem solving and resources. I work well with everyone, as a business owner and employee.

Most of all, I am an outgoing person that has a need to always expand my work experience and portfolio.

## EXPERIENCE

### **Abreu Consulting & Design | CEO 2024-Present**

I currently am starting up my own General Construction business, Abreu Construction & Design. We do any type of Residential Work, such as new build/existing, remodel, additions, renovations, landscaping, roofing, etc.

### **Dream Catcher Construction | COO 2020-2024**

I was the Chief Operations Officer for Dream Catcher Construction. I dealt with Clientele, Supervision, Senior Operations/Project Management, Scheduling, Technology, Bookkeeping, Finances, Branding/Marketing, Design, etc., so I am very well-versed in all aspects of running a business from top to bottom. I like to work my way up as well, so I can prove that I am capable of anything I set my mind to, and I also like the freedom in my workplace to do so!

### **Safelite Solutions | Customer Service Representative 2019-2020**

Assisted clients with filing new claims for insurance or look up existing ones. Helped customers with any questions



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## VOLUNTEER EXPERIENCE

In High School, I was a part of the National Honors Society. During this time, I volunteered as an after-school teacher's aide for 2<sup>nd</sup> Grade students, an aide at Watermelon Mountain Ranch pet shelter, and multiple local community meetings to help make our city and neighborhoods prosper.

they have and find the best possible solution for them. I work very well in problem solving, fast-paced environments, that also deal with customers face to face and over the phone.

**Dion's | Team Member**

**2017-2019**

Assisted customers at the cash register and drive-thru service, by handling money and answering any questions they have. I would also help at any food preparatory stations in the back. I work very well in a team setting, but also independently, if need be.

**EDUCATION**

**V. Sue Cleveland High School | May 2018**

Graduated with diploma and a 3.8 cumulative GPA.

**Central New Mexico Community College | Nursing  
2018-2020**

Completed all prerequisites in order to apply to Nursing Program but switched majors after COVID-19 Pandemic.

**Central New Mexico Community College | Business  
Administration w/Project Management Concentration  
2021-Present**

Attending college full-time and want to find a job position that accommodates my current business and academic schedules.