# Annie Patel

*Construction Project Manager*

Austin · TX · US

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| **Profile**  Results-driven Construction Project Manager with 18 years of experience in commercial and mixed-use development, specializing in project planning, budgeting, procurement, and cross-functional coordination. Proven ability to lead high-value projects from pre-construction through closeout, maintaining strict adherence to timelines, budgets, and safety standards. Skilled in estimating, bidding, contract negotiation, and vendor management with a track record of improving operational efficiency and subcontractor performance. Adept at fostering strong relationships with owners, designers, and field leadership to ensure seamless project delivery.  **Skills**  Project Management, Technical Proficiencies, Leadership & Soft Skills, Industry Knowledge  **Awards**  Client Excellence Award  Travis Ridge Development Group  Received for leading the $39M Austin Central Medical Pavilion project to completion 12 days ahead of schedule and 4.7% under budget.  Safety Commendation  Travis Ridge Development Group  For zero lost-time incidents on the $39M Austin Central Medical Pavilion project.  Rising Star Award | 2012  Southwest Building Partners  For contributions to a $14.5M pediatric clinic project that was delivered on time despite significant scope changes.  **Certifications**  Project Management Professional (PMP) | 2014-01-01  Project Management Institute  OSHA 30-Hour Certification – Construction Industry | 2012-01-01  OSHA  LEED Green Associate | 2015-01-01  U.S. Green Building Council  **Interests**  Sustainable building practices  Project delivery innovation  Hiking in the Hill Country  Classical Indian dance (trained for 10 years) | **Experience**  **Senior Project Manager at Travis Ridge Development Group**  01 Mar 2017 – Present  Austin, TX  (16 direct reports: Project Engineers, Coordinators, Document Controllers)   * Manage project budgets averaging $12M–$45M for commercial office, medical, and mixed-use developments, maintaining average cost variance within 2.3% of original estimates. * Lead end-to-end proposal development and bidding process for 8–10 major projects annually; secured $187M in awarded contracts since 2018 through precise estimating and client-tailored submissions. * Negotiate and administer over 120 subcontract agreements per year, reducing average approval time by 18% through standardized templates and digital workflows. * Coordinate daily field operations with Superintendents, ensuring alignment between design intent, scheduling, and on-site execution; reduced change order rework by 31% over three years. * Implemented digital closeout system using Procore, cutting project closeout time by 38% and ensuring 100% document compliance for client deliverables. * Oversee procurement of critical materials, including structural steel, MEP, and façade systems, monitoring deliveries and reducing jobsite downtime due to material delays by 27%.   **Project Manager at Travis Ridge Development Group**  01 Jun 2013 – 01 Feb 2017  Austin, TX   * Directed three concurrent mid-scale projects ($8M–$20M), consistently delivering within 95% of forecasted timelines. * Developed detailed construction schedules using Primavera P6, integrating manpower planning with subcontractor milestones, improving crew utilization by 22%. * Reviewed 500+ submittals and specifications annually, identifying design conflicts early and saving an average of $192K per project in rework costs. * Centralized and maintained vendor/supplier database, ensuring preferred vendor tiers were engaged for 88% of procurements, improving pricing and reliability. * Acted as primary liaison between design teams, owners, and subcontractors, coordinating weekly progress meetings and resolving 94% of issues within 48 hours. * Trained and mentored 4 Project Engineers in estimating, contract administration, and document control protocols.   **Assistant Project Manager / Preconstruction Specialist at Southwest Building Partners**  01 Jan 2010 – 01 May 2013  Houston, TX   * Supported preconstruction activities including feasibility analysis, estimating, and RFP development for education and healthcare projects. * Prepare detailed cost models and bid packages for 15+ projects, contributing to a 92% win rate on submitted proposals. * Collaborated with Superintendents to draft initial manpower and construction schedules, later used as baselines during execution. * Streamlined submittal tracking process using SharePoint, reducing average response time from 14 to 6 days.   **Project Coordinator at Southwest Building Partners**  01 Aug 2006 – 01 Dec 2009  Houston, TX   * Managed project documentation flow, including transmittals, RFIs, and change orders, ensuring compliance and traceability across 12 active projects. * Coordinated weekly project meetings, prepared minutes, and tracked action items with 100% follow-up completion. * Maintained quality control logs and supported safety audits, contributing to a 40% reduction in punch-list items at closeout. * Assisted in vendor coordination and purchase order processing for electrical, mechanical, and structural trades.   **Education & Training**  **Master of Science, Construction Management**  Texas A&M University  01 Sep 2004 – 01 Jul 2006  Result: 3.78/4.0  **Bachelor of Science, Civil Engineering**  University of Texas at Arlington  01 Aug 2000 – 01 May 2004  Result: 3.65/4.0  **References**  Available upon request |