**Name**

Phone # / Email

123 Straight Street, City, State, 80120

**Profile**

Accomplished Professional who excels at communication, organization, and time management. Enjoys learning new processes, improving operations, and helping colleagues. Eager for the opportunity to make a positive impact on company, client, and teammates.

**Key Qualifications**

* **(Example: Rewrite 3 - 5 for specific job application)**
* Two years of project management experience in a commercial construction setting
* Excels at creating and implementing new processes to boost operational efficiency
* Enjoys participating in cross functional endeavors to make every project a success

**Experience**

**Job title**, Company, City, state, dates

* Job duty 1
* Job duty 2
* Job duty 3

**(Example) Project Manager**, Honest Contractors Inc., Denver, CO, 05/2017- Present

* Successfully managed several multimillion-dollar commercial construction projects within the Denver market.
* Consistently increased profitability through accurate material planning and labor allocation

**Education**

**Degree level**, School, City, State, Dates

**(Example) B.S. Mechanical Engineering**, State University, Denver, CO, 08/2010 – 05/2015

**Volunteer**

* Project Manager for multiple Habitat for Humanity initiatives

***References Available Upon Request***