

COLEMAN COLLINS

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Summary

Results driven office and field management professional with more than six years of experience in a progressive leadership role overseeing quality assurance, production efficiency, and customer service initiatives in the construction industry. Maximize efficiency of the business through the building of cross functional synergies. Open and clear communicator at all levels with demonstrated business and strategic vision and disciplined execution.

Highlights

- Project Management
- Budget management
- Employee Training and Development
- Operations Management
- Purchasing
- Accounting and payroll
- Green Building
- MS Office
- Management of Sub Contractors
- Superb communication skills

Experience

- Project Manager** Oct 2013 to Current
Saddleback Design - Denver, Colorado
- Manage production of flooring projects in new residential construction ensuring jobs are completed on schedule, within budget, and with a high level of quality.
 - Field measure each job to determine material and labor quantity for tile, hardwood, carpet, natural stone, vinyl, and slab and laminate counter tops.
 - Inspect each project prior to installation to resolve any issues before they arise.
 - Work with builders, installers, homeowners, and office personnel to ensure a quality and timely finished product.
- Job Site Foreman and Office Manager** Feb 2008 to Jul 2013
Stewart Construction Services - Santa Rosa, California
- Managed team of 4-10 construction professionals assuring projects were completed on time, within budget, and with high level of quality.
 - Acted as primary point of contact for the General Contractor to determine scope of work, budget, and schedule.
 - Took part in completion of over 25 major home renovation projects with a construction budget typically ranging from \$50,000 to \$150,000.
 - Managed day to day office operations including payroll, worker's compensation, A/P and A/R, account reconciliation, and procurement of building materials and safety supplies.
 - Monitored performance of Sub Contractors and provided essential feedback to Project Owner and General Contractor.
- Loan Servicing Assistant** Sep 2007 to Jan 2008
Redwood Trust Deed Services, Inc. - Santa Rosa, California

Education

- Bachelor of Science, Business Administration** 2007
Winona State University - Winona, Minnesota, United States
Major GPA: 3.25
3 time Dean's List Award Winner

Certified Green Building Professional (Build it Green, Berkeley, CA)

Course Work: Accounting, Economics, Law, Finance, Operations Management, Management Information Systems, Business Statistics, Marketing, Professional Selling, and Social Entrepreneurship

Community Service

Volunteer, Big Brothers Big Sisters, 2006-2013

Youth basketball coach at Santa Rosa Bible Church