



JEREMY MURPHY

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Summary

Hands-on Project Manager with 10 years of experience managing variety of construction teams and projects. Adept at creating powerful communication between personnel, suppliers, design teams and local code officials. Strong background in project management with expertise in safety protocol adherence, customer service and inventory control. High-energy sales and customer relations, well-versed in communicating with different individuals and negotiating successful solutions. Focused on offering superior support and meeting all production targets.

Skills

- Risk management
- Staff training and mentoring
- Customer relations specialist
- Building codes and regulations
- Quality assurance and control
- Product and service knowledge
- Preparing estimates
- Schedule coordination
- Project management
- PPE use

Experience

Paramount Roofing & Gutters, Inc. |
Brighton, CO

Project Manager

04/1998 - Current

- Presided over subcontractor kickoff meetings to review project requirements, schedules and compliance.
- Communicated with clients to convey deadlines, scope of work and potential challenges throughout project timeline.
- Managed entire project life cycle from initial concept through final delivery.
- Established project budgets and tracked expenditures.

Simon Roofing & Sheet Metal |
Youngstown, OH

Office Manager

09/2009 - 04/2012

- Handled scheduling and managed timely and effective allocation of resources and calendars.
- Coordinated travel arrangements by booking hotel rooms, car rentals and flights for staff.
- Created written estimates and obtained customer consent to proceed.
- Inspected completed work to assess quality and identify skill gaps.
- Reviewed inventory levels and ordered supplies to keep products in stock.

CentiMark | Canonsburg, PA

Estimator

01/2007 - 09/2009

- Obtained bids from vendors and subcontractors to make cost-effective selections.
- Formulated proposals and processed work orders by analyzing and calculating field measurements.
- Calculated total costs and compared budgets with actual expenses.
- Asset Management roof inspections for International and National clients.
- Qualified customers during roof inspections to provide proper re-roof installation and product.
- Answered customers' questions about available products, prices and features.

Duro-Last Roofing | Saginaw, MI

- Trained new Contractors on the proper installation of the Duro-Last roof

Technical Representative

09/2003 - 01/2006

- systems and welding requirements.
- Quality inspected all new roof installations of customers in a 6 state area providing continued training and a manufacturer's warranty.
- Troubleshoot malfunctions in old roofs and diagnosed issues for permanent roof repairs.
- Built strong, professional relationships through identification of client needs, which increased overall sales and opportunities.

Education and Training

Montgomery College | Rockville, MD

Some College (No Degree) 3 years in Athletic Training