

Trevor Vincent

Project Manager

 (720) 727-5717

 tvinny141@gmail.com

 Fort Collins, Colorado 80033

PROFESSIONAL SUMMARY

Detail-oriented professional with experience in records management, Microsoft Office and customer service. Frequently praised as hard-working by peers, I can be relied upon to help your company achieve its goals.

EXPERIENCE

PROJECT MANAGER, Loveland, Colorado

Tvincent Roofing, January 2021–Present

Good Relationships with homeowners, in charge of finding roofs that need to be replaced, contacting homeowners, doing inspection, filing insurance claim, ordering material and overseeing of jobs being completed.

- Traveled to customer sites to keep projects on schedule while maintaining high quality.
- Collaborated across teams to define goals and commitment to timelines and deliverables.
- Performed quality assurance on deliverables to adhere to client objectives and inputs.
- Leveraged project management software to facilitate project workflow.
- Worked with key stakeholders to develop clear understanding of business needs.
- Devised plans and schedules for concurrent projects to meet established deadlines.
- Prepared line for startup and assisted with equipment changeovers.

CANVASSER, Denver, Colorado

Expert Exteriors, July 2019–January 2021

- Answered questions about product features and benefits.
- Arranged buying parties and solicited sponsorship of such parties to sell merchandise.
- Wrote and recorded orders for merchandise and entered orders into computers.
- Persuaded customers to purchase merchandise and services.
- Assisted with new hire orientation and employee training.

EDUCATION

HIGH SCHOOL DIPLOMA, Denver, COLORADO

General Education, August 2019

SKILLS

Subcontractor Relations

Workflow Planning

Materials Take-Offs

Managing Multiple Projects

Workforce Training

Subcontractor Reviews

REFERENCES

BILLY GIECK Gieckster101@gmail.com

Project Manager Co Worker

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