

Dan Tuttle  
1796 Steel St. Apt 1103  
Louisville, CO 80027  
Cell (518) 817-7434  
[tuttleDR@gmail.com](mailto:tuttleDR@gmail.com)

October 21, 2013

Hiring Manager

RE: Project Manager  
Denver, CO

Dear Hiring Manager,

I learned of this project manager position through your website and I would be an excellent candidate for this position. I have the requisite skills and experience outlined in the position description and would like to have the opportunity to discuss this opportunity with you.

I earned a B.S. in Business and Technology Management from Clarkson University in New York in 2009 and since that time have been employed as a Project Manager at U.W. Marx Inc., a construction management firm in New York. At U.W. Marx, I worked on different projects ranging from CM, CM-At-Risk, and GC projects. Two of these projects were recognized for excellence by the Construction Management Association of America (CCMA). These projects required careful planning and execution as they had aggressive schedules and scope. My experience has showed me the complexities of construction projects and proven the importance of team work, work ethic, and proper communication are essential to success.

As my attached resume indicates, I have experience in all of the responsibilities listed for this job including: Project Development, Project Scheduling and Budget Management, Contractual Agreements, Bidding and Construction Administration, Design Administration and Dispute Resolution.

On a personal level, I played hockey for an NCAA Division 1 college program. This experience helped me develop strong work ethic, learn the importance of communication and understand the vital role that teamwork plays in success. These qualities have followed me into the world of business.

Please let me know if you require any additional information and I look forward to hearing from you.

Sincerely,

Dan Tuttle

**Dan R. Tuttle**  
1796 Steel St. Apt. 1103  
Louisville, CO 80027  
Cell phone (518) 817-7434  
E-mail: [tuttledr@gmail.com](mailto:tuttledr@gmail.com)

**PROFILE** Confident, driven, and successful project manager with 5+ years management experience and 10+ years construction experience. Projects ranging from higher education, treatment plants, hospitals, and residential construction.

**STRENGTHS**

- Design/Build (d/b) Construction
- University Construction
- Commercial Construction
- Communication
- Scheduling
- Budget Management

**EXPERIENCE**

**U.W. Marx Construction Company, Inc.**  
May 2008 - Present  
*Project Manager for a General Contracting, Construction Management, and Design/Build Construction Company. Responsible for multiple projects and superintendents running concurrent projects throughout New York State ranging in value from \$1.5 MM to \$15 MM.*  
Aided in all phases of projects including:

- Estimating using Timberline and Excel
- Bidding
- Presenting
- Contract preparation
- Employee and Subcontractor management
- Profit accountability
- Schedule accountability
- Quality accountability
- Repeat client accountability
- Procurement
- Dispute Resolution

**SELECTED PROJECTS**

Clarkson University, Moore House, Potsdam, NY – Project Manager for the design and construction of two 4<sup>th</sup> floors on two existing student residence buildings, demolition of an existing connecting building, and construction of a new 4-story student residence wing. Included renovation of MEP systems. Phase one construction was accomplished in 111 days, \$8 MM, phase 2 finished eight months later, phase 3 was accomplished in another 111 days. This project received a national award from CMAA for projects over \$15 MM, **\$15.2 MM**

Clarkson University, Peyton Hall, Potsdam, NY – Project Manager for the renovation of an existing classroom building to create incubator office space. Included the installation of a four stop traction elevator and addition of new structural curtain wall, **\$2.4 MM**

**Dan R. Tuttle**  
1796 Steel St. Apt. 1103  
Louisville, CO 80027  
Cell phone (518) 817-7434  
E-mail: [tuttledr@gmail.com](mailto:tuttledr@gmail.com)

Sunnyview Rehabilitation Hospital, Schenectady, NY – Superintendent/Project Manager for construction management of patient room and nurse station renovations. Responsible for general construction scope, **\$1 MM**

Ellenville Waste Water Treatment Plant, Ellenville, NY – Project Manager for the demolition and construction of the Ellenville treatment plant. Treatment plant includes a new sludge batch reactor, fine screen, grit removal, UV disinfection, sand filtration, decanting, aeration, and pumping, **\$7.5 MM**

Charles River Laboratories Waste Water Treatment Plant, Stone Ridge, NY – Project Manager for existing treatment plant modifications. Included demolition of old plant, modifications to existing MEP equipment, and construction of new treatment plant, **\$500k**.

Clarkson University, Hamlin-Powers, Potsdam, NY – Assistant Project Manager for the design and construction of two 4<sup>th</sup> floors on two existing student residence buildings. Construction was accomplished in 111 days, **\$5 MM**

Clarkson University, Quad, Potsdam, NY – Assistant Project Manager for the design and construction of four 4<sup>th</sup> floors on four existing student residence buildings. Construction was accomplished in 111 days. Included renovation of MEP systems. This project received a national award from CMAA for projects under \$15 MM, **\$7 MM**

Kingston Hospital Renovation, Kingston, NY – Assistant Project Manager for the renovations of the ER unit, MedSurg Unit, Dialysis Unit, and Critical Care Unit. Included new ER facility with operation rooms and new patient rooms for MedSurg, Dialysis, and Critical Care, **\$15MM**

**EDUCATION**

**Clarkson University**, Potsdam, NY  
Bachelor of Science, Business and Technology Management: Entrepreneurship

**CERTIFICATIONS**

- Certified Assistant Project Management Professional (CAPM)
- ASHE (American Society for Healthcare Engineering) certification
- OSHA 30-Hour Contractor Safety Training

**COMPUTER SKILLS**

Excellent knowledge of hardware and software packages including MS Office software suite, Timberline accounting software, and Suretrack scheduling.

**HOBBIES**

Active outdoorsman, hockey, hiking, fishing

**REFERENCES**

Attached

## References

Peter Marx, UW Marx, Inc. President  
Office: 518-272-2541  
Email: [pmarx@uwmarx.com](mailto:pmarx@uwmarx.com)

Ian Hazen, Clarkson University, Director of Facilities & Services  
Office: 315-268-7122  
Cell: 315-212-9265  
Email: [ihazen@clarkson.edu](mailto:ihazen@clarkson.edu)

Chris Hewison, Aquatic Group, Senior Project Manager  
Cell: 518-817-6850  
Email: [chrish@aquaticgroup.com](mailto:chrish@aquaticgroup.com)

Roy Wilson, Clarkson University, Clerk of the Works  
Cell: 315-322-3422  
Email: [rwilson@clarkson.edu](mailto:rwilson@clarkson.edu)

*\*Additional references available upon request*