

Construction Office Manager Cover Letter

3239 Dietrich Tunnel
Adamsville, PA 00792-3863

Dear Quinn Rosenbaum,

I submit this application to express my sincere interest in the construction office manager position.

Previously, I was responsible for project planning, budgeting, designing, construction and commissioning for efficient and effective project execution.

Please consider my qualifications and experience:

- Good construction experience in a site leadership role, specifically including experience of working on site in Russia
- Experience of Russian compliance regulations, gained through site experience in Russia
- Construction Contracting experience, including EPC, EPCm, GC
- Experience of turnkey construction scope including installation of equipment and packages, interconnecting pipework and instrument / electrical cable, infrastructure/utilities scope, tie ins, pipeline networks
- Significant experience in tenant improvement design & construction, construction management, and/or commercial real estate development
- Strong working knowledge of architectural & engineering construction documents, technology design and implementation, furniture system integration, and space planning concepts
- Knowledge of Microsoft Office, Excel and Project and Revu Bluebeam
- Thorough understanding of industry practices, processes, and standards, and their impact on project activities

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Emerson Rowe