



Steven Wood - Estimator/Pre-Construction

EMPLOYMENT WRL General Contractors
2019 - PRESENT Estimator/ Pre-Construction

EDUCATION University of Alabama
B.S. Business Administration

SKILLS & EXPERIENCE

- Proficient in Auto CAD, Revit, Bluebeam, Excel, Word and PowerPoint
- Construction Management
- Commercial and Local Construction Planning
- Client Relations and Retention
- Process Improvement/Lean Problem Solving
- Project/Product Management and Planning
- Quality Improvement

PREVIOUS WORK HISTORY

- 2019 **CORE Construction Services of Texas, Dallas, Texas (Senior Project Manager)**

Responsibilities included: Prepare estimates and detailed project plan for all phases of the project. Participate in establishing practices, templates, policies, tools and partnerships to expand and mature these capabilities for the organization.

Develop and manage all aspects of projects and program engagement from planning, external vendor relationships, communications, resources, budget, changes, risks and issues.

Develop and deliver progress reports, proposals, required documentation and presentations to various audiences, including project team, sponsors', CIO and key stakeholders.

Ensure that projects and programs are proceeding according to scope, schedule, budget and quality standards.
- 2012 - 2018 **Texas Permit and Development DFW, Texas (Senior Planner)**

Responsibilities included: Supervise, coordinate and perform a variety of work such as: scheduling; maintaining records; responding to requests for information or services; perform related administrative, planning and research activities; prepare correspondence, reports, statistical information and prepare budget materials. Maintain awareness of new and revised codes and construction methods and materials and maintain the structural and architectural building codes in an up-to-date condition.

Review complex submitted construction plans and specifications of all types to check for compliance with the requirements of the Uniform Building, Plumbing, Mechanical, Electrical Codes, State Statutes, and related codes.
- 2012-2013 **Pacific Builders Inc, Dallas, Texas (Assistant Project Superintendent)**

Responsibilities included: Provide input for preparation of project construction schedule and advise supervisor of changes in the project construction which will significantly impact project schedule.

Supervise and maintain adequate and competent subcontractor labor crews, schedule, and coordinate activities of all subcontractors/vendors.

Maintain a daily recap of events to review with Project Manager on a weekly basis.