

# Nevaeh Gross

## Senior Project & Program Manager

(413) 555-0198

nevaeh.gross@email.com

linkedin.com/in/nevaehgross

123 Maple Street, Springfield, MA 01103

### STRENGTHS

- Client Engagement**  
Strengthened relationships with key clients through consistent communication and project transparency.
- Team Development**  
Enhanced team proficiencies by implementing tailored newcomer coaching sessions and ongoing mentorships.
- Operational Problem-Solving**  
Identified root-cause issues swiftly, enhancing departmental functions via innovative approaches.
- Quality Assurance**  
Instituted rigorous QA checks ensuring all elements met or surpassed industry compliance requirements.
- Financial Acumen**  
Executed thorough financial analyses illustrating project viability and budget management capabilities.

### SKILLS

Project Management

Asana Proficiency

Construction Oversight

Client Communication

Team Leadership

Financial Analysis

Risk Management

Safety Compliance

Contract Negotiation

Workforce Empowerment

Environmental Standards

Regulatory Knowledge

Scheduling Best Practices

### SUMMARY

Driven Senior Project Manager with more than five years of experience in leading high-stakes construction and operational improvement initiatives. Adept at fostering communications between clients, contractors, and stakeholders to ensure project clarity and adherence to schedules. Areas of expertise include utilizing Asana for effective task management and workflow optimization. Demonstrated ability to oversee multiple projects concurrently while promoting quality, safety, and compliance within industrial environments. Skilled in developing team capabilities through mentorship and training programs, enhancing overall organizational performance. Committed to continuous improvement and maintaining exceptional client satisfaction.

### EXPERIENCE

#### Senior Project Manager

Innovative Solutions 📅 May 2022 - Present 📍 Worcester, MA

Responsible for managing extensive construction projects, ensuring timelines, quality standards, and regulatory compliance are consistently met. Leadership involves supervising a skilled team and being the primary contact point for client liaison. Coordinate contractor performance while using strategic problem-solving skills to enhance efficiency and output across operations.

- Spearheaded multiple construction projects, enhancing delivery efficiency through strategic oversight.
- Served as primary contact for clients, delivering timely updates that improved satisfaction levels significantly.
- Led a diverse team while implementing targeted training programs that elevated overall project execution capabilities.
- Executed comprehensive inspections ensuring all installations complied with industry standards and quality assurance protocols.
- Evaluated contractor budgets and schedules, aligning projects with operational goals which minimized financial discrepancies.
- Leveraged Asana software to optimize workflows, resulting in better accountability among project teams.

#### Project Manager

Premier Construction Group 📅 June 2020 - April 2022 📍 Hartford, CT

Oversaw commercial construction project phases from design to completion, adhering strictly to budgets and timelines. Engaged cross-functional resources while cultivating stakeholder trust through clear documentation and regular updates.

- Directed the planning and execution of initiatives valued over \$5M, achieving successful project completions.
- Developed documentation processes strengthening transparency regarding contracts and financial Tracking.
- Collaborated with internal teams enhancing resource management, adhering closely to project timelines.
- Implemented risk mitigation strategies minimizing cost overruns effectively during unforeseen circumstances.
- Conducted site inspections upholding strict safety regulations contextualizing absolute project quality.
- Presented project developments effectively to clients, ensuring continued awareness and project support.

#### Assistant Project Manager

Structural Innovations 📅 March 2018 - May 2020 📍 New Haven, CT

Supported larger project initiatives by assisting coordination efforts aimed at budget tracking and scheduling improvements. Strengthened communications between teams ensuring that objectives aligned accurately throughout project lifecycles.

Documentation Mastery

Stakeholder Coordination

## LANGUAGES

English Native

Spanish Proficient

## MY CAREER



● Senior Project Manager at Innovative Solutions (4.1 Years)

● Project Manager at Premier Construction Group (1.8 Years)

● Assistant Project Manager at Structural Innovations (2.2 Years)

- Arrayed demonstrated support on project scheduling benefiting from open communication lines with customers.
- Fostered alignment between different stakeholders through effective facilitation during project actions.
- Researched detailed project risks yielding informed decision-making processes facilitating strategic proposals.
- Streamlined internal collaboration by pushing towards deploying necessary project management systems.
- Empowered new recruits via customized onboarding, building capacity for quality project management delivery.
- Engaged actively in routine strategy meetings driving forward streamlined project executions.

## LEADERSHIP & AWARDS

- Recipient of Executive Leadership Award for outstanding staff training and development practices.
- Honored with the Excellence in Quality Assurance recognition for zero safety incidents during 2021.

## EDUCATION

### Bachelor's Degree in Construction Management

University of Massachusetts 🎓 GPA: 3.7 📅 2026 📍 Amherst, MA

*Coursework: Project Scheduling, Cost Estimation, Building Codes, Safety Regulations*

## CERTIFICATIONS

- Project Management Professional (PMP) 📅 2026
- Lean Six Sigma Green Belt 📅 2026

## TECHNICAL SKILLS

- **Project Management Tools:** Asana, Trello, MS Project
- **Construction Software:** AutoCAD, Revit, SketchUp
- **Document Management Systems:** SharePoint, Dropbox, Google Drive
- **Financial Management Tools:** Excel, QuickBooks, Tableau
- **Collaboration Platforms:** Slack, Zoom, Microsoft Teams
- **Inspection Tools:** SafetyCulture, PlanGrid, Procore
- **Quality Audit Methodologies:** ISO 9001, Lean Principles, HSE Standards
- **Risk Management Tools:** Primavera P6, RiskWatch, @RISK
- **Presentation Software:** PowerPoint, Prezi, Visme
- **Cost Tracking Tools:** Smartsheet, Oracle Primavera, SAP

## PROFESSIONAL AFFILIATIONS

- Active member of the National Association of Professional Women in Construction.
- Volunteered for Habitat for Humanity, contributing leadership skills toward community housings.

## ADDITIONAL INFORMATION

**Work Status** : Authorized to work in United States. No sponsorship required.

## REFERENCES

AVAILABLE ON REQUEST