

Amir Austin

☎ (919) 555-4826 ✉ amir.austin@example.com 🔗 linkedin.com/example/amiraustin 📍 Cary, NC 27513

SUMMARY

Capital project manager with 10 years of progressive experience delivering institutional and **public sector** renovations and **new construction**. Engineering training supports practical decisions across estimating, budgeting, bidding, fiscal management, inspections, construction administration, schedule control, and closeout. Work has covered athletic and recreation facilities, classrooms, research laboratories, **food service venues**, and other technical environments. Mechanical and electrical coordination includes HVAC systems, **electrical controls commissioning**, design intent verification, quality documentation, and field issue resolution. Project leadership connects consultants, designers, contractors, campus customers, inspectors, and facility users around cost, schedule, quality, and operational needs. Public facing communication explains standards, procedures, regulations, and project impacts clearly. This background supports dependable delivery of technical capital work from scope definition through turnover.

EXPERIENCE

Senior Capital Project Manager

January 2024 - Present

Triangle Civic Facilities Group

Cary, NC

Leads renovation and small capital work across recreation, laboratory, classroom, and food service environments. Owns scope, cost, schedule, quality, commissioning, stakeholder coordination, and turnover while guiding consultants, designers, contractors, and facility users.

- Led recreation renovations through **scope definition**, **inspections**, commissioning, and turnover for occupied facilities.
- Built estimates and budgets from design changes, field conditions, consultant input, and contractor pricing.
- Inspected installations against drawings and specifications, then documented deficiencies for corrective work.
- Coordinated mechanical, electrical, **HVAC** controls, and commissioning activities with engineers and **contractors**.
- Protected operational milestones through **schedule** reviews, risk logs, and field coordination meetings.
- Advised athletic facility stakeholders on **Title IX** considerations affecting comparable program access and renovation scope.

Project Manager

June 2021 - December 2023

Carolina Technical Builders

Durham, NC

Managed institutional renovation and new construction assignments from preconstruction through closeout. Coordinated owners, **designers**, trades, inspectors, and facility users while controlling estimates, bid packages, **fiscal records**, commissioning, quality, and schedule performance.

- Managed classroom and laboratory **construction** from preconstruction planning through **closeout** and owner turnover.
- Developed estimates and bid packages for recreation, laboratory, classroom, and commercial kitchen work.
- Aligned submittals, change documentation, pay applications, and schedule updates with approved scope.
- Sequenced mechanical and electrical trades around occupied facility access and shutdown constraints.
- Verified installed work through **quality** walks, punch lists, drawings, and specifications.
- Supported HVAC and electrical controls startup, commissioning tests, and turnover documentation.

Assistant Project Manager

May 2019 - May 2021

Piedmont Engineering Services

Greensboro, NC

Supported engineering led capital projects through cost tracking, schedule coordination, inspections, documentation, and closeout. Helped project managers resolve bid gaps, technical questions, occupied space constraints, fiscal records, and commissioning requirements.

- Supported engineering capital projects with schedules, **cost** tracking, meeting records, and **construction documentation**.
- Reviewed contractor bids and clarifications, identifying exclusions before owner recommendations and award decisions.
- Tracked commitments, invoices, contingencies, and forecasts through structured cost reports.
- Joined field **inspections** for mechanical and electrical installations, routing technical questions for resolution.
- Coordinated laboratory and classroom renovation logistics around occupied operations and user needs.
- Prepared closeout records, warranty logs, commissioning documents, and as built information.

Project Engineer

June 2016 - April 2019

Blue Ridge Design Collaborative

Winston Salem, NC

Developed engineering and construction administration deliverables for institutional renovation projects. Supported design coordination, quantity takeoffs, shop drawing reviews, site observations, HVAC controls testing, and communication among architects, engineers, contractors, and facility representatives.

- Developed mechanical and electrical design deliverables for institutional renovation projects.
- Produced coordination markups and reviewed shop drawings against design documents.
- Prepared quantity takeoffs and cost inputs supporting early estimates and scope alternatives.
- Conducted site observations and documented construction deviations through formal project records.
- Supported HVAC controls reviews and functional testing for commissioning and building performance.

- Coordinated design questions among architects, engineers, **contractors**, and facility representatives.

PROJECTS

Athletic Facility Access Renovation 📅 2024

Improved renovation coordination for athletic spaces by linking scope review, Title IX considerations, design intent, inspections, and stakeholder decisions.

Research Laboratory Systems Upgrade 📅 2023

Coordinated mechanical and electrical work for a technical laboratory, aligning shutdown planning, commissioning records, quality reviews, and closeout.

LEADERSHIP & AWARDS

- Project Management Professional credential recognized for disciplined capital delivery, cost control, and stakeholder coordination.
- LEED Green Associate credential recognized for practical sustainable design awareness across institutional renovation work.
- Leadership across multidisciplinary project teams, with peers relying on clear documentation and calm field issue resolution.

EDUCATION

Bachelor's Degree in Mechanical Engineering

2016

North Carolina State University GPA: 3.5

Raleigh, NC

***Coursework:** Mechanical systems, electrical systems, HVAC design, construction management*

CERTIFICATIONS

- Project Management Professional, PMP 📅 2022
- LEED Green Associate 📅 2020
- Valid North Carolina Driver's License 📅 2026

TECHNICAL SKILLS

- **Project Delivery:** Scope definition, Construction administration, Project closeout
- **Cost Management:** Estimating, Budgeting, Cost forecasting
- **Procurement:** Bidding, Bid packages, Contractor pricing
- **Construction Records:** Fiscal records, Change documentation, Pay applications
- **Quality Management:** Quality inspections, Punch lists, Design intent verification
- **Scheduling:** Milestone reviews, Schedule control, Risk logs
- **Mechanical Systems:** HVAC systems, Mechanical installations, Building performance
- **Electrical Systems:** Electrical installations, Electrical controls, Trade sequencing
- **Commissioning:** HVAC commissioning, Controls startup, Functional testing
- **Facility Types:** Athletic facilities, Research laboratories, Food service venues
- **Design Coordination:** Plans and specifications, Shop drawings, CAD
- **Planning Systems:** Construction documentation, Quantity takeoffs, GIS
- **Regulatory Knowledge:** Title IX, Standards, Regulations
- **Stakeholder Management:** Consultants, Designers, Campus customers
- **Sustainable Facilities:** LEED, Sustainable design, Facility performance

SKILLS

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|------------------------------|-----------------------|----------------------|---------------------------|
| • Capital Project Management | • Fiscal Management | • Electrical Systems | • Athletic Facilities |
| • Estimating | • Quality Control | • HVAC Commissioning | • Research Laboratories |
| • Budgeting | • Schedule Management | • New Construction | • Title IX Considerations |
| • Bidding | • Mechanical Systems | • Renovation | |

PROFESSIONAL AFFILIATIONS

- Project Management Institute, professional member focused on project delivery standards and continuing practice.
- U.S. Green Building Council, member engaged with sustainable building principles and institutional facility performance.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST