STRENGTHS

Occupied Facility Coordination
Kept critical building functions running during shutdown planning, and facilities partners came back for practical sequencing advice.

Clear Project Reporting
Turned cost, schedule, risk, and field details into updates leaders could act on. A concise report often settled the next decision.

Design Review Leadership
Brought clients and consultants together around programming, standards, and code questions, giving difficult reviews a workable path forward.

Document Control
Kept CAD, GIS, as built drawings, and manuals current through closeout. Facilities teams received records they could trust.

Collaborative Delivery
Coordinated contractors, technology teams, vendors, movers, and occupants with steady follow through. Partners knew where to turn when plans shifted.

SKILLS

Capital Projects

Construction Management

Deferred Maintenance

Design Management

Cost Estimating

Project Scheduling

Myles Agarwal

Construction Senior Project Manager

(614) 555-6318 myles.agarwal@example.com
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SUMMARY

Construction Senior Project Manager with seven years of design and capital project experience across occupied institutional facilities. Leads concurrent renovation, **deferred maintenance**, building system replacement, and space activation work from scope definition and **probable cost estimating** through design, procurement, construction, activation, turnover, and closeout. Balances scope, schedule, budget, operational continuity, **regulatory codes**, and stakeholder needs across active facilities. Coordinates architects, engineers, contractors, technology teams, furniture vendors, movers, and facilities partners through clear meetings, field reviews, shutdown planning, and issue resolution. Uses AutoCAD LT, Microsoft Project, **Microsoft Office Suite**, Adobe, Google Workspace, CAD, and GIS for planning and document control. Provides practical leadership, peer mentorship, accurate reporting, and reliable turnover records that help teams maintain safe, functional buildings throughout construction.

EXPERIENCE

Senior Construction Project Manager

Buckeye Institutional Builders January 2024 - Present Columbus, OH

Leads occupied facility capital and deferred maintenance work from early scope through activation and closeout. Directs multidisciplinary partners, coordinates disruptive building system work, and gives leadership clear visibility into cost, schedule, risks, decisions, and turnover readiness.

- Led occupied facility projects from scope definition through activation, balancing user needs, budgets, schedules, and operations.
- Prepared probable **cost estimates**, milestone schedules, scopes, and **procurement** packages for informed design and construction decisions.
- Coordinated architects, engineers, contractors, technology teams, **furniture vendors**, and movers through field reviews and installation sequencing.
- Planned HVAC and electrical shutdowns with facilities teams, protecting critical functions during disruptive **construction** work.
- Compared installed work with drawings and codes during **site visits**, documenting decisions and corrective actions.
- Mentored project managers on **document control** and closeout, improving leadership visibility into risks and turnover readiness.

Construction Project Manager

Riverbend Design and Construction July 2021 - December 2023 Dayton, OH

Managed renovation and building system projects across education and office facilities. Guided design reviews, bidding, construction, activation, and turnover while keeping occupied spaces functional and project records ready for facilities operations.

- Managed renovation and building system projects through design, bidding, construction, activation, and turnover.
- Prepared scopes, **space layouts**, estimates, schedules, and **bid documents** for small improvements and multitrade renovations.
- Facilitated plan reviews with clients and consultants, resolving programming conflicts against standards and building codes.
- Reviewed drawings and markups with **AutoCAD LT** and Adobe, keeping project files organized in **Google Workspace**.
- Coordinated contractor access, furniture installation, technology work, and occupant moves around active facility operations.
- Organized **as built drawings**, specifications, and **Operations and Maintenance manuals**, supporting complete facilities turnover.

Assistant Project Manager

Midwest Facilities Collaborative October 2019 - June 2021 Cincinnati, OH

Microsoft Project | AutoCAD LT

Procurement

Contract Coordination

Architectural Standards

Engineering Practices

Building Codes

Shutdown Coordination

Document Control

LANGUAGES

English — Native

Hindi — Intermediate

MY CAREER

- Senior Construction Project Manager at Buckeye Institutional Builders (2.7 Years)
- Construction Project Manager at Riverbend Design and Construction (2.4 Years)
- Assistant Project Manager at Midwest Facilities Collaborative (1.7 Years)

Supported institutional construction work across multiple active workstreams. Tracked project information, built schedules, reviewed technical documents, and translated field conditions into clear updates for senior managers and facilities stakeholders.

- Tracked submittals, schedules, costs, field observations, and action items across concurrent institutional workstreams.
- Built Microsoft **Project schedules** showing dependencies among design reviews, procurement, shutdowns, **construction**, and occupancy milestones.
- Reviewed drawings, **specifications**, and contractor questions with senior managers, strengthening architectural and engineering coordination.
- Maintained **CAD**, **GIS**, as built, and project records for facilities teams during renovation and closeout.
- Coordinated site access and progress observations, escalating plan deviations and deadline risks for timely resolution.
- Prepared meeting materials and stakeholder updates that clarified technical, cost, schedule, and operational impacts.

PROJECTS

Occupied Research Facility Renewal 2025

Coordinated phased HVAC and electrical renewal in an occupied research setting, bringing facilities, contractors, technology teams, and users together around shutdown sequencing and safe continuity.

Campus Space Activation Program 2023

Guided layouts, procurement, furniture installation, technology coordination, and turnover for renewed education spaces, giving clients a clear path from design review through occupancy.

LEADERSHIP & AWARDS

- Peer Mentor, Central Ohio Construction Project Management Forum, 2025 to Present
- Leadership Recognition for Clear Project Reporting, Buckeye Institutional Builders, 2025
- Project Coordination Recognition, Riverbend Design and Construction, 2023

EDUCATION

Bachelor's Degree in Construction Management

University of Cincinnati GPA: 0 2019 Cincinnati, OH

Coursework: *Construction estimating, project scheduling, building systems, contract administration*

CERTIFICATIONS

- OSHA 30 Hour Construction Safety 2024
- AutoCAD LT Continuing Education Certificate 2022

TECHNICAL SKILLS

- **Project Management Software:** Microsoft Project, Microsoft Office Suite, Google Workspace
- **Design and Drafting:** AutoCAD LT, Adobe Acrobat, blueprints
- **Document Management:** CAD files, GIS files, as built drawings
- **Construction Planning:** Work scopes, cost estimates, bid documents
- **Building Systems:** HVAC equipment, electrical equipment, system shutdowns
- **Compliance Standards:** Building ordinances, regulatory codes, institutional design standards
- **Procurement and Contracts:** Purchasing policies, bidding, contract coordination
- **Facilities Turnover:** Operations and Maintenance manuals, activation, closeout
- **Project Controls:** Schedules, cost tracking, risk tracking
- **Site Management:** Construction site visits, field observations, contractor coordination

PROFESSIONAL AFFILIATIONS

- Central Ohio Construction Project Management Forum, Peer Mentor, 2025 to Present

- Construction Management Association participation, professional development and peer exchange

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST