

# JANE MARTINEZ



## COMMERCIAL CONSTRUCTION MANAGER

**Phone:** (974) 326-7319

**Address:** United States, Chicago, IL

**Mail:** jane.martinez@outlook.com

Detail-oriented Commercial Construction Manager with over 7 years of experience managing large-scale office complexes, retail stores, and high-rise building projects. Expert in maintaining quality control and meeting project deadlines.

### EXPERIENCE

September 2018 - Now  
Commercial Construction Manager

HighRise Developers / United States, Chicago, IL

- Spearhead all phases of project management, from pre-construction to project close-out, ensuring all milestones are met.
- Oversee contractor selection, negotiate contracts, and maintain client communication.
- Reduce costs by 15% through vendor negotiations and efficient resource allocation.
- Implement safety protocols that led to zero on-site accidents for three consecutive years.

June 2017 - August 2018  
Assistant Construction Manager

UrbanScape Commercial Construction / United States, Chicago, IL

- Assisted in managing commercial projects valued between million and million.
- Maintained daily reports on construction progress and tracked budget expenditures.

### EDUCATION

June 2011 - May 2015  
Bachelor of Science in Construction Management

Illinois Institute of Technology / United States, Chicago, IL

Project Management Professional (PMP)  
March 2023

### SKILLS

Budgeting and cost control	Expert	Commercial project lifecycle management	Expert
LEED sustainable building practices	Expert	Team leadership and mentorship	Expert
Risk assessment and mitigation	Expert		