# Objective

To obtain a leadership role where I can leverage my extensive project management experience to drive strategic initiatives and foster organizational growth.

# Professional Summary

Dynamic project manager with over 10 years of experience in construction, operations, and product development. Recognized for leading cross-functional teams and successfully managing multimillion-dollar projects while optimizing workflows and enhancing stakeholder relationships. Bilingual in Spanish, I hold certifications in restoration and disaster management, showcasing my commitment to professional development and expertise. I am eager to apply my skills to contribute to organizational success in a challenging leadership capacity.

# Experience

## Project Manager | Veteran Alliance Construction Group | Riverside, CA January 2024 – Current

* Spearhead the planning, execution, and delivery of multiple construction projects, ensuring alignment with budgets, timelines, and quality standards.
* Oversee schedules for teams of skilled tradesmen across simultaneous job sites, maintaining high productivity and resource efficiency.
* Conduct detailed project estimations and prepare comprehensive repair proposals to secure client buy-in.
* Mentor and develop high-performing team leaders capable of autonomous decision-making onsite.
* Serve as the central liaison with city officials, subcontractors, and vendors to ensure seamless operations.
* Implement cost-saving strategies in material procurement and inventory management, reducing overall expenses.
* Draft and manage detailed scopes of work, ensuring clarity and alignment with client expectations.
* Successfully manage insurance-related projects, updating progress through web portals and meeting compliance requirements.
* Achieved multiple iiCRC certifications, enhancing organizational offerings and capabilities.

## Vehicle Coordinator | K&N Engineering Inc.| Riverside, CA September 2019 – January 2024

* Directed logistics for vehicle acquisition, ensuring timely support for product research and development.
* Maintained tracking systems for aftermarket product development phases, increasing transparency and efficiency.
* Partnered with R&D, marketing, and sales teams to establish and achieve objectives for product launches.
* Oversaw the K&N vehicle fleet, ensuring compliance with state and federal regulations (DMV, IFTA, UCR, DOT).
* Strengthened vendor partnerships to streamline research and expedite development timelines.
* Negotiated favorable terms for vehicle rentals and purchases, reducing costs.
* Improved operational workflows to reduce product development timelines.

## Product Specialist | K&N Engineering Inc. | Riverside, CA JANUARY 2015 – September 2019

* Delivered expert technical support and troubleshooting for a wide range of automotive products, enhancing customer satisfaction.
* Managed high-volume customer interactions across multiple channels (email, phone, live chat, and face-to-face).
* Designed and conducted comprehensive product training programs for employees, improving team expertise and efficiency.
* Represented the brand at national and international trade shows, showcasing products and building client relationships.
* Delivered engaging presentations at sales meetings, addressing technical inquiries and supporting account managers.
* Played a key role in customer education and outreach, driving product awareness and increasing sales.
* Maintained strict quality assurance standards, ensuring consistency across all customer interactions

# Education

## IICRC, Anaheim CA January 2024 – September 2024

**Certifications:**

* Water Damage Restoration
* Odor Control Technician
* Fire & Smoke Damage Restoration
* Applied Structural Drying

## Bayside High School, Moreno Valley, CA September 2006 – March 2010

* President of Associated Student Body (ASB)
* Graduated early in 2010
* High School Diploma (Achieved)

# Skills

* Leadership & Mentoring: Building high-performing teams and fostering autonomy.
* Project Management: Scheduling, budgeting, and resource coordination.
* Operations Management: Material procurement, inventory control, and cost optimization.
* Customer Relationship Management: Building trust and delivering exceptional service.
* Technical Expertise: Troubleshooting, quality assurance, and product development.
* Workflow Optimization: Streamlining processes to improve efficiency and reduce timelines.
* Stakeholder Engagement: Liaising with city officials, vendors, and insurance companies.
* Regulatory Compliance: DMV, IFTA, UCR, and DOT documentation management.
* Sales & Brand Representation: Driving revenue through customer engagement and event representation.
* Data Management: Advanced spreadsheet creation and database updates.
* Restoration Expertise: Certified in water, fire, smoke, and odor damage restoration.
* Bilingual Communication: Fluent in Spanish for diverse team and client interactions.

# Business obtained Reference

Available upon request.

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