

# Resume/Curriculum Vitae

## Ronald Arif

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## Objective

Seeking a new position as an **Estimator** with successful Cost Estimation & Bid Awards, Project Management, OSHA Jobsite Safety compliance & Field supervision.

## Qualifications & Responsibilities

- Researched resources like Cleveland Builders Exchange, Dodge Reports and various other resources to bid on publicly funded & private construction projects. Attended pre-bid conferences, performed site surveys, documentation via digital photography & videography, sent out invites to subcontractors & suppliers, reviewed all incoming subs-bids for compliance & accuracies, contract documents, specifications & addendums, sent RFI to architects/engineers/owner's reps. Performed internal Material take-offs & estimations.
- Obtained necessary permits, setup of staging areas & field office conducted site progress meetings & distribution of meeting minutes, updated schedules, submitted shop-drawings & samples for approvals, oversaw progress payments to subcontractors & suppliers, adhered to safety concerns, punchlist corrective work & project closeout & owner's training.

## Work Experience

*Estimator* 06/2011 – Present -- Apex Construction Co., Inc. 5162 Clement Street Maple Heights, Ohio 44137 Supervisor mobile: (216) 990-6010 & Office: (216) 518-0666.

*Senior Project Manager & Safety Manager* 09/2010 – 05/31/2011—U.S. Army Corp of Engineers (USACE) (Deployed in Afghanistan at USACE-AED/ - Kandahar Airfield (KAF) & Camp Leatherneck, Southern Afghanistan)

*Construction Project Manager:* May 2006 – August 2010, Cuyahoga Metropolitan Housing Authority (CMHA) 1242 E49th Street 5<sup>th</sup> Floor Cleveland, Ohio 44114.

*Project Manager/Estimator* 06/2004 – 02/2006 East-West Construction Company, Inc. 7120 Harvard Avenue Cleveland, OH 44105

*Estimator/Project Manager:* 03/2001 – 05/2004 Drake Construction Company, Inc. 1275 Main Avenue Cleveland, OH 44113-2329

*Construction Project Manager:* September 1997 - February 2001; Giant Eagle Foods, Inc. AETOS Construction Division 5300 Richmond Road Bedford, OH 44146

*Project Engineer:* June 1984 – May 1992; National Convenience Stores, Inc. (NCS) 100 Waugh Drive Houston, Texas 77007

## **Education**

- Catholic University of America – Washington, DC  
*Master of Science in Construction Management (1989; Degree Pending)*
- University of Houston, Houston Texas 77004  
*Master of Architecture (1984)*
- University of Engineering & Technology, Lahore, Pakistan  
*Bachelor of Architecture (1981)*

## **Certifications**

- OSHA 30-Hour & 10-Hours Construction Safety Trainings (2005)
- Lead Safe Renovator Training - City of Cleveland (2008)
- CPR/First Aid/AED – American Heart Association (2010)
- Notary Commissioner - State of Ohio (Valid thru 08/21/2015)
- LEED AP Certification for Construction Professionals (Under Prep)
- PMP Certification for Project Management Professionals (Under Prep)
- Cuyahoga County Construction Vendors Ethics Training (06/30/2011)

## **Computer Skills**

Microsoft Windows 7, Internet Explorer 9.0, Microsoft Office 2007, Microsoft Project, Primavera SureTrak 3.0a & P3, Primavera Expedition & Enterprise, AutoCAD 14, America Online(AOL).

## **Professional Affiliations:**

- Project Management Institute (PMI)
- U.S. Green Building Council (USGBC)
- Construction Specifications Institute

## **References**

Available upon request.