



Billy Steele
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Professional Summary

Seasoned Construction professional with exceptional leadership and project management skills. Competent in team, budget and schedule oversight. Develops scopes, checks field activities and updates clients. Demonstrated success assessing project scope and adhering to deadlines. Safety-conscious and detail-oriented with over 7 years of industry background. Well-versed in team leadership and task delegation to drive project progress and foster client satisfaction.

Key Skills

- Driven Leader, effective in team management, forecasting, and planning
- Proficient in the following: Buildertrend, Microsoft Word, Excel, Powerpoint, Smart Sheets, Campo Data, Quick Base.
- Critical Thinking
- Quality Management
- Staff Development
- Strategic Planning
- Logistics Coordination

Certifications + Licenses

- OSHA 30

Experience



Construction Manager

March 2021 - Present

R3 Program – Dorado, PR

- Verified completed projects met approved time, quality and cost estimates
- Oversaw employee attendance record, handled payroll and ordered new materials for site
- Managed homebuilding construction through all phases to coordinate delivery of quality-homes meeting both company and customer expectations.

Superintendent

December 2020 - March 2021

Mosswood Renovations – Lake Charles Louisiana

- Managed complete construction process to maximize quality, cost-controls and efficiency
- Supported project coordination and smooth workflow by coordinating materials, inspections and contractor actions
- Inspected ongoing construction to keep work in line with project goals.

Superintendent

September 2020 - November 2020

Blue Tarp Program – Lake Charles Louisiana

- Managed complete construction process to maximize quality, cost-controls and efficiency
- Surveyed sites to determine material needs and accurately manage inventories and budgets
- Kept sites compliant with OSHA, federal, state and local regulations to prevent unnecessary delays.

Construction Manager

December 2019 - March 2020

Charity Hospital – New Orleans, Louisiana

- Verified completed projects met approved time, quality and cost estimates.
- Monitored Internal 40+ employees operations and applied effective time, resource and-money management strategies to delivery under-budget project completion.
- Communicated daily with vendors to keep project fully operational.

Roof Hardening, Logistics Coordinator

November 2018 - May 2019

Roof Hardening Program – St. Thomas/St Croix, USVI

- Coached team members on productivity strategies, policy updates and performance improvement plans to accomplish challenging goals.
- Verified accurate account invoicing through collaboration with accounting department.
- Resolved problems and provided solutions to clients by communicating requirements to subordinates.



Deputy Project Manager

April 2018 - November 2018

STEP Program – Vega Baja, PR

- Responsible of managing the overall project of 250 employees and 1700 homes
- Supported senior managers and department leaders by completing projects and problem resolution under tight budgets and schedule demands.
- Closely collaborated with project members to identify and quickly address problems.

Purchasing Manager/Logistics Coordinator

February 2018 - April 2018

STEP Program – Vega Baja, PR

- Coordinated shipping requests for expedited delivery and documented accurately to achieve correct billing.
- Tracked orders and notified customers of status or potential delays.
- Planned and supervised shipments from production to end-user and scheduled daily and-weekly routes.

Construction Manager

December 2019 - March 2020

Charity Hospital – New Orleans, Louisiana

- Verified completed projects met approved time, quality and cost estimates.
- Monitored Internal 40+ employees operations and applied effective time, resource and-money management strategies to delivery under-budget project completion.
- Communicated daily with vendors to keep project fully operational.
- Inspected homes involved in disasters and generated reports showing estimated repair costs.

Warehouse Distribution Manager

August 2016 - November 2016

Louisiana Shelter at Home – Hammond, Louisiana

- Organized financial reporting, scheduling and inventory systems to enhance productivity.

