

Shayne Murray

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Education:

Red River College - Project Management Certification Program
Graduate with Honours 2007

River East Collegiate - Graduated 1998

Training and Certifications:

Valid CPR / First Aid Level C
MS Office & Project Levels 1 & 2 Courses Completed
Xactimate

**March 2018 –
March 2019**

**Knelsen Sand and Gravel, full – time
(Civil Senior Project Manager)**

- O Manage Infrastructure (Municipal & Highway) Construction Projects –
 - O *Personnel* - crew & superintendent
 - O *Procurement* - Request quotes from potential suppliers, award winning bids, control of all site supplied materials, shipping / receiving, documentation control
 - O *Change Management* – Control, review and approve change orders along with submitting necessary pricing and documentation to the client for review and approval.
 - O *Meetings & Communication* - Conduct daily and weekly site / project review meetings, regular communication & meetings with the client
 - O *Site Inspections & Safety* – Conduct daily site visits to confirm the project schedule, scope and budget. Meet with client to strengthen the client / contractor relationship. Conduct regular site safety audits and inspections.
 - O *Budgeting & Project Estimation & Scheduling* – Prepared monthly & weekly budget review documents, project estimates & scheduled accordingly

**March 2016 -
March 2018**

**Fitness 101 Ltd. full – time
(Owner / General Manager)**

- O Create & implement new business plan including facility design / build
- O Manage Every day operations of the fitness facility
- O Human resources including seeking, securing and retaining employees
- O Marketing including social media, radio, organizing and running company events
- O Sales of memberships, personal training and group training
- O Track, control, review regular business financials and report to company stakeholders
- O Day to day book keeping, monthly budgeting & projections / planning and stakeholder / bank meetings

**December 2014 -
March 2016**

**Camdon Construction full – time
(Commercial Project Manager /Estimator)**

- O Manage Commercial Construction Projects
 - O *Personnel* - crew & superintendent
 - O *Safety* - procedures, guidelines, documentation, regular audits
 - O *Procurement* - Request quotes from potential suppliers, award winning bids, control of all site supplied materials, shipping / receiving, documentation control
 - O *Engineering & Design* - Review and approve all drawings, document control management
 - O *Meetings & Communication* - Conduct daily and weekly site / project review meetings, regular communication & meetings with the client
 - O *Budgeting & Project Estimation & Scheduling* – Prepared monthly & weekly budget review documents, project estimates & scheduled accordingly
 - O *Bidding & Estimation* – Review & release tender packages, review bids, select contractors & compile together / submit full commercial construction building package bid to the client

**November 2012 -
August 2014**

**Northstar Energy Services – full time
(Oilfield / Civil Project Manager)**

- O Manage Construction Projects
 - O Personnel–Crew, Superintendent &Subcontractors
 - O Review Welding & Weld Testing Specs / Results (Pipe)
 - O Safety–Implement Safety Plan & Procedures
 - O Procurement–Request for quotes, Bids & Award / Control
 - O Communication – Conduct regular site & project meetings
 - O Cost Control – Control all costs according to project budget
 - O QA/QC – Track & inspect project material / track
 - O Training – Training of new project managers, field crew and peers

**November 2010 -
October 2012**

**FWS Construction – full time
(Industrial / Commercial Project Manager)**

- O Manage Agricultural Commercial & Industrial Construction Projects
 - O *Personnel* - crew & superintendent
 - O *Safety* - procedures, guidelines, documentation, regular audits
 - O *Procurement* - Request quotes from potential suppliers, award winning bids, control of all site supplied materials, shipping / receiving, documentation control
 - O *Engineering & Design* - Review and approve all drawings, document control management
 - O *Meetings & Communication* - Conduct daily and weekly site / project review meetings, regular communication & meetings with the client

**July 1996 -
November 2010**

**L.V. Control MFG. – Full time
(Electrical Project Manager, Design & Production)**

- O Manage electrical design, production, I.T. / software design & final project commissioning
 - O Schedule all projects & departments with use of Microsoft project, regular meetings and control procedures
 - O Test control systems on and off the project site with use of both mechanical equipment and simulators
 - O Electrical design & management of the department
 - O Production of control panels & distribution. Custom metal fabrication, punching & cutting. Electrical wiring & assembly.
 - O Shipping & receiving
 - O Inside / outside sales of electrical control systems & parts

Work Experience Summary:

I currently have over 15 years of business, management & project management experience while working within a wide variety of construction industries (commercial, civil, industrial, electrical & residential – emergency / restoration & adjusting). I also have extensive general and operations management experience owning and operating a fitness facility with duties including human resources, business & financial planning, management and marketing. I believe my combination of education and work experience within many industries would make me a great fit within your organization.