

Matthew R. Coticchio, Project Coordinator

QUALIFICATIONS SUMMARY

Highly driven construction management professional, with experience in a broad range of construction projects from interiors to office buildings. Ability to lead in a fast paced environment while keeping cost, quality, and the project's success in focus. Displays effective communication skills with the intent to motivate and lead.

CORE COMPETENCIES

- Construction Management/ Superintendent
 - Coordination + management of multiple vendors and projects
 - Ability to build a schedule and adhere to it
 - Site inspections and material takeoffs
 - OSHA certified and safety contact on site
- Project Management
 - Bidding and estimating
 - Contractor payroll
 - Contract negotiation
 - Vendor selection and hiring
 - Design + construction coordination
- Customer Service
 - Ability to quickly establish rapport with customers
 - Ability to profile potential customers
 - Effective follow up skills

EMPLOYMENT HISTORY

2007 – Present	Interstruct Inc, Project Coordinator	Orlando, FL
2004 – 2007	Centex Homes, Field Manger Level II	Orlando, FL

EDUCATION

Bachelor of Arts, BA	University of Central Florida	Orlando, FL
Real Estate Sales Associate	IFREC	Orlando, FL

PROFESSIONAL ASSOCIATIONS

Urban Land Institute
NAIOP – NDL Committee Chair
Downtown Orlando Partnership