

TOOLS FOR TRANSITION SAMPLE RESUME

**Mark Leondy**

999.999.9999 • markleondy@gmail.com • Portland, OR 97218 • linkedin.com/in/markleondy

---

**Construction Superintendent**

**Commercial • Residential**

---

Construction Project Management • Team Leadership • Site Planning • Customer Service  
Concrete and Masonry • Structural Framing • Finish Carpentry • Kitchens & Baths • Budgeting  
Estimates & Bids • Permits • Workflow Management • Quality Control • Best Practices  
Vendor / subcontractor Selection & Management • Workplace Safety • OSHA • Employee Hiring & Training

---

Confidential Commercial Construction & Improvements, Portland, OR • 2015 – 2016

*General contractor*

**Superintendent**

Supervised multiple remodel and tenant improvement projects from 3,500 to 10,000 sf, primarily for retail showrooms. Notable projects included a remodel for a café at a local science museum.

---

Confidential Company, Portland, OR • 2014

*Commercial Interior & construction*

**Superintendent**

Confidential Client

18,000 sf, full floor renovation

Confidential Client

5000 sf, tenant improvements, full floor renovation

---

Confidential Company, Portland, OR • 2012 - 2014

*Facilities management company – TI Contractor / General Contractor*

**Superintendent**

Confidential Client

VAV controls upgrade, new controls for 95 VAV units on two floors, fall protection at interstitial, and vivarium supply and exhaust upgrade

Confidential Client

7000 sf, new office space, tenant improvements

---

Confidential Company, Portland, OR • 2011 - 2012

*Tenant improvement contractor / General Contractor*

**Superintendent**

Confidential Client

Asbestos, floor & workstation, AV, reconfigurations, lighting, data & power, carpet, paint, kitchen demolition

Confidential Client

New office, lighting reconfiguration, carpet, paint, plumbing, showers, and workstation reconfigurations

CONFIDENTIAL CONSTRUCTION, Portland, OR • 2010

*Residential / commercial renovation contractor*

**Superintendent**

Reviewed project plans and bid proposals, working with owners, architects, engineers and subcontractors.  
Created and revised project schedules, including construction changes.

- Supervised renovation for a neighborhood development corporation for City of Portland.
- Completed interior and exterior remodel with major structural retrofit for an eight-story, 60-unit apartment historical building complex.
- Utilized specialized knowledge on working with government agencies for a major Federally-funded job and the Mayor's Office on Disability (MOD).

---

CONFIDENTIAL CONSTRUCTION, Portland, OR • 2005 – 2008

*Tenant improvement contractor*

**Superintendent**

Supervised large and small-scale construction projects in the Portland metro area.

- Managed renovations for major financial services companies.
- Supervised integrated security and safety equipment upgrade on five commercial office floors.
- Completed six-month, 40,000 sf office remodel on five floors at night to prevent disruption of daily business.
- Honored with two Zero-Punch List Awards for a confidential bank tenant improvement project.

---

*Early Career:*

Confidential Construction Company	<b>Superintendent</b>
Confidential Construction Company	<b>General Contractor</b>
Confidential Construction Company	<b>Superintendent</b>
Confidential Construction Company	<b>General Contractor</b>
Confidential Construction Company	<b>Superintendent</b>

---

Oregon State Contractors License

Union Certificate: Journeyman-Carpenter

ABC Contracting School, State Contractor's Course

Humanager Training • OSHA • Mold Prevention • CPR