

## **GLENN MORRIS**

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Visalia, CA 93277  
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Email: morris@yahoo.com  
SSN: xxx-xx-xxxx

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U.S. Citizen: Yes  
Veteran's Preference: N/A  
Federal Employee: No  
Highest Grade Level and Dates: N/A

VACANCY IDENTIFICATION NUMBER:  
JOB TITLE AND GRADE: **Contracts Operation Supervisor, GS-1101**

### **QUALIFICATION SUMMARY**

**EXPERIENCE:** Results-driven, quality-conscious Construction Manager with extensive experience in overseeing the successful planning and completion of a diverse range of large-scale, multi-million dollar construction projects. Hands-on project manager with proven ability to drive, deploy and maintain practical construction solutions with a high degree of client satisfaction, success and profit. Fast-paced, flexible senior-level contributor, adept at staying on-task and on-time despite shifting priorities and tight deadlines. Clear thinker and decisive contributor, quickly assessing complex situations and selecting a course of action. Recognized for ability to merge talents with construction leaders and technical teams to plan, integrate, document and execute complex project plans on time and on budget.

**PROJECT MANAGEMENT:** Extensive experience in management within the private sector and the United States Army including engineering/construction operations, team leadership, administration, personnel issues and project direction. Qualified to assist with the development of work standards and methodology. Prepare, analyze, and evaluate reports, procedures, and construction data. Inspect activities for compliance with regulatory policies, procedures, and directives for accuracy. Analyze reports and records activities, report project status to supervisors, and recommend corrective actions to improve operations, cost-efficiency and project quality.

**TEAM LEADERSHIP:** Charismatic, persuasive team builder and manager, skilled at motivating teams to deliver unparalleled customer service and attain major company and project objectives. Ability to cultivate a positive, harmonious work environment in high-stress environments, promoting a spirit of teamwork and idea-sharing while maximizing individual contributions.

### **WORK EXPERIENCE**

**Construction Manager**  
Smith Consultants  
888 Folsom Street  
San Francisco, CA 94107

8/2001-Present  
Hours/week: 70  
Salary: \$77,400 /annual  
Supervisor: Mr. Fred Ness  
Telephone: (510) 990-3960  
Contact: Confidential

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### **Description:**

Direct all aspects of construction operations, with responsibility for ensuring accurate and timely completion of all assigned public works and industrial projects in accordance with client specifications, budgets and timeframes, while maintaining optimal levels of quality, employee safety and productivity in accordance with State and Federal building regulations.

Handle multiple, simultaneous project issues, including development of project estimates and bids, work scheduling, contractor hiring and coordination, material purchasing, contract negotiation, construction site supervision and inspection, quality assurance, change order negotiation and processing, building/repair and land easement permit acquisition, and cost analysis.

Ensure compliance with building codes, zoning laws, safety policies, fire regulations and ordinances, including CalTrans, ACI, ASTM, ANSI, UBC, AASHTO, County of Fresno, American Public Works Association, American Welding Society, AWWA, Water Pipeline, Water Delivery, HUD Regulations, Department of Commerce, State Water Resources Control Board, Grant Management, Waste Water Management, EPA, and OSHA guidelines.

Provide hands-on direction in interpretation and modification of blueprints, layout work, equipment utilization and construction plans, in addition to coordinating efficiently with senior management, clients, contractors and vendors throughout project lifecycles, including client representatives/management, architects, building inspectors, city officials (Mayor, City Administrator, Finance Director) and union delegates. Create daily reports regarding production, project status and construction equipment, with additional responsibility for budget formulation and control issues.

Maintain strong working relationships with clients at all levels; ascertain project objectives, requirements and budgets, provide clients with various design options, conduct feasibility studies, deliver post-construction services regarding project suitability and implement improvements/modifications as required.

Undertake a wide range of projects, including agricultural systems, roadways, irrigation systems, municipal projects, petroleum, pipelines, concrete and steel-framed structures, public utilities, sewage systems, surface and ground water systems, water resource management systems, water distribution systems and water quality systems/facilities.

### **Responsibilities:**

- Plan and coordinate construction projects; schedule and coordinate all design and construction processes, including selection and oversight of specialty trade contractors.
- Manage, coordinate, and supervise construction process from conceptual development stage through final construction on a timely and economical basis in accordance with the engineering and architectural drawings and specifications and prevailing building codes.
- Coordinate and manage employees, materials, and equipment; budgets, schedules, and contracts; ensure safety of employees and the general public.
- Evaluate and determine appropriate construction methods and the most cost-effective plan and schedule.

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- Divide all required construction site activities into logical steps, budgeting the time required to meet established deadlines utilizing sophisticated estimating and scheduling methodologies.
- Oversee the selection of trade contractors to complete specific project stages.
- Determine labor requirements and oversee performance of all trade contractors, ensuring all work is completed accurately and on schedule.
- Direct and monitor the progress of construction activities, oversee delivery and use of materials, tools, and equipment; and quality of construction, worker productivity, and safety.
- Obtain all necessary permits and licenses, direct or monitor compliance with building and safety codes and other regulations.
- Regularly review engineering and architectural drawings and specifications to monitor progress and ensure compliance with plans and schedules.
- Track and control construction costs against the project budget to avoid cost overruns.
- Utilize observation and reports by subordinate supervisors, to prepare daily reports for owners, other constructors, trade contractors, clients and vendors regarding progress and requirements for labor, material, machinery, and equipment at the construction site.
- Meet regularly with owners, other constructors, trade contractors, vendors, architects, engineers, and others to monitor and coordinate all phases of the construction project.

### **Accomplishments:**

- Successfully resolved complex ground-water issue during \$800,000 Kern County Pipeline Project by implementing modified testing techniques to identify leakage issues; completed project on schedule in compliance with design and operational requirements.
- Undertook year-long \$5.9 million Waste Water Treatment Facility Improvement for City of Orange Cove, CA, in addition to \$677,000 Sewage Collection Systems project.
- Received commendation for completing \$2.3 million Monson Interceptor Sewer and Water Line project, 3 months ahead of schedule and \$300,000 under budget.
- Consistently completed projects on time and on budget, while attaining optimal levels of cost-efficiency, quality of workmanship, employee safety and client satisfaction.
- Played key role in acquisition of projects and contract engagements; secured \$60,000 Skate Park project following approach from previously satisfied client.
- Significantly improved levels of operating efficiency and productivity; generating savings of up to \$10,000 on each project by effective time management, budget control, change orders, material substitutions and deletion of unnecessary work.

**Battalion S1/Director of Personnel/Captain; 21A O-3**

United States Army

09/2000-08/2001

Hours/week: 70

Salary: \$ 55,000/ annual

Supervisor: Col. Thomas Cannors

Telephone: (573) 563-9090

Contact: Yes

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**Description:**

Directed all aspects of personnel management for 850 base personnel, including direct supervision of 20 personnel specialists and coordination of vehicle maintenance activities. Handled performance evaluations, database management, readiness reports, awards and reassignments, financial transactions, administration, legal issues, public relations and operational safety.

**Responsibilities:**

- Handled planning, direction and integration of military and civilian personnel management, human resource development and military community enhancement programs in support of organizational and installation missions.
- Advised commanders on all matters pertaining to management, distribution, utilization, development and support of military and civilian personnel.
- Formulated personnel plans, policies and procedures and integration of the personnel services support systems human resource development, maintenance of discipline, law and order and headquarters management.
- Implemented plans and policies to provide community support services to soldiers, family members and civilian employees.

**Accomplishments:**

- Received excellent rating (95-100% efficiency) in all personnel systems through 2 management review programs.
- Planned personnel support operations for first ever Active/Reserve Battalion deployment.
- Managed only personnel section from 10 major units that received Award for Personnel Readiness Excellence for 3 consecutive months.

**Captain, Student; 21A O-3**

United States Army

10/1999-08/2000

Hours/week: 60

Salary: \$48,000 / annual

Supervisor: Christopher Mason

Telephone: (732) 398-0599

Contact: Yes

**Description:**

Attended Engineer Captain Career Course through University of Missouri, Rolla Engineering Program and Combined Arms and Services School.

**Accomplishments:**

- Received selection for group/exercise leadership roles for tactical knowledge and experience.
- Undertook sponsorship of Japanese exchange officer throughout duration of course.

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**Executive Officer; 21B O-2**

United States Army

05/1999-10/1999

Hours/week: 70

Salary: \$42,000 / annual

Supervisor: Leonard Lowe

Telephone: (910) 263-1209

Contact: Yes

**Description:**

Directed organization and maintenance of 200 vehicles and engineering equipment valued at over \$25 million. Managed support of 150 soldiers, with responsibility for control of \$500,000 operating budget. Supervised all maintenance, petroleum, supply and arms room operations and unit reports.

**Responsibilities:**

- Planned and implemented repair and maintenance schedules, and directed repair shop and garage operations.
- Set work schedules for repair shop staff; planned and developed training programs.
- Oversaw the ordering and use of repair parts, equipment and supplies; checked repairs to ensure accuracy and completion on schedule.
- Handled preparation of maintenance records and reports, and developed maintenance standards and policies.

**Accomplishments:**

- Maintained operational readiness rate of 94%, exceeding Army standards by 4%.
- Improved unit arms room operations from failing to excellent rating within 30 days.
- Designed and implemented improved maintenance, services, supply, USR and awards reporting system, ensuring 100% on-time reporting and cutting time spent on action items by half.

**Squadron Plans and Operations Officer/1LT; 21B O-2**

United States Army

09/1998-04/1999

Hours/week: 70

Salary: \$42,000 / annual

Supervisor: Major James Monroe

Telephone: (910) 263-1998

Contact: Yes

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**Description:**

Developed and implemented plans, orders, evaluations, work directives, inspections, resource allocation and operations of 5 work-service units with over 780 personnel covering 87 occupational specialties.

**Responsibilities:**

- Planned, coordinated and supervised unit operations, training, plans and programs.
- Prepared and reviewed operations and conceived plans; established and monitored policy and standards for unit readiness.
- Determined structure, composition, position, and equipment requirements/authorizations.

**Accomplishments:**

- Selected to fulfill position usually held by more senior officer out of 20 candidates.
- Created and implemented Evaluation Program, raising average level of proficiency from 70% to 90% in less than 6 months.
- Spearheaded development and execution of plans and orders for 7 successful field exercises.

**Direct Engineering Supervisor; 21B O-2**

United States Army

11/1996-08/1998

Hours/week: 80

Salary: \$36,000 / annual

Supervisor: Leonard Lowe

Telephone: (254) 698-6198

Contact: Yes

**Description:**

Led combat engineering operations at US Army National Training Center (NTC), with responsibility for managing, training and supervising 30 personnel in conducting civil and wartime engineering operations. Managed vehicles and equipment valued at over \$2.5 million, with responsibility for maintaining highest degree of operational readiness at all times.

**Responsibilities:**

- Planned, directed and conducted engineer support of combat and peacetime operations, including enhancement of friendly mobility, impeding enemy mobility (counter-mobility), providing survivability support and supporting engineering missions.
- Oversaw development, management and implementation of training functions with input throughout development lifecycle.
- Planned and evaluated all aspects of military operations; prepared and reviewed operations and concept plans including combat simulations.

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**Accomplishments:**

- Planned and supervised 15 NTC defenses to support training of brigade combat teams to prepare for wartime deployments.
- Completed construction of two buildings, three months in advance of schedule and \$10,000 under budget.
- Received excellent rating during External Evaluation, certifying combat readiness and superior training proficiency.

**EDUCATION:**

College: University of Texas  
 Austin, TX  
 Major Fields of study: Mechanical Engineering  
 Degree: Master of Science, 30 Credit Hours, 2000  
 Courses: Management for Engineers, Construction Methods, Human Relations Technical Management, Statistical Process Control, Safety Engineering Management, Advanced Personnel Management, Legal Environment, Case Studies in General Management, Advanced Marketing Management, Wastewater Engineering

College: U.S. Military Academy  
 West Point, NY  
 Major Fields of study: French/Mechanical Engineering  
 Degree: Bachelor of Science, 120 Credit Hours, 1996  
 Courses: General Chemistry, Introduction to Computers, Discrete Dynamical Systems, Calculus, French, Classical Physics, Economics, Thermodynamics, Advanced Composition, International Relations, Mechanics of Materials, Cultural and Political Geography, German, Mechanical Design, Tools of the Trade, Constitutional/Military Law, Introduction to Design, Military Leadership, French Civilization, Philosophy, History of the Military Art, Geography of Europe, Combined Arms Operations, Nature of Modern Languages

High School: Christian Brothers High School, Sacramento, CA  
 High School Diploma, 1992

**OTHER QUALIFICATIONS:**

- **Job-related training courses:**

Financial Accounting Fundamentals	2004
Managerial Accounting Fundamentals	2004

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• **Job-related training courses:**

Operation of Wastewater Treatment Plants	2003/2004
Basic Electricity in Plants and Buildings	2003
Contract Review and Revisions	2003
ACI Concrete Testing Technician Level I Certification	2002
Preventive Maintenance for Sewer Lines	2002
Sewers Then and Now	2002
SETI Project	2002
Managing Sewer Systems with GIS	2002
Rubberized Asphalt	2002
Protecting the Waters of San Francisco Bay and its Tributaries	2002
New Technologies in Public Works	2002
Liability IQ for Architects and Engineers	2002
A/E/C Project Management	2002
Construction Law	2002
OSHA Construction Safety	2002
Professional Liability	2002
Risk Management and Safety Course	2001
Improving Public Works Construction Inspection Skills	2001
Liquid Applied Liners	2001
Client-Focused Marketing	2001
Construction Management & Inspection	2001
AutoCAD	2001
Claims Avoidance	2001
Engineer Basic and Advanced Courses	1999
Combined Arms and Services Staff School	1999
OPFOR Leader's Course	1999
Safety Officer Course	1999

• **Job-related honors, awards, publications, and special accomplishments:**

Letter of Commendation for Duties Performed as Resident Inspector	2003
Secret Level Security Clearance, Validated Through National Agency Check	2002
Army Commendation Medal (Twice)	1999/2001
Army Achievement Medal (Twice)	1998/1999

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Member, CMAA  
Member, APWA  
Member, DAV  
Member, Blackhorse Association

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Published articles in Army Engineer and Army Engineer Association Magazines  
Certified Competent Toastmaster – Toastmasters of America