

Peter Knight

Date of birth: 03/27/1980 **Nationality:** Scottish **Address:** 1600 Parkway, 95043 Cupertino, USA
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RESUME SUMMARY

Detail-oriented and results-driven Construction Administrator with a proven track record of finishing all projects within schedule and budget. Experienced in analyzing construction costs, purchasing construction supplies, and completing construction plans. The Employee of the Month Award winner with a strong attention to accuracy and great analytical skills.

WORK EXPERIENCE

New Home Counselor Carolina One

06/2013 - present MOUNT PLEASANT

- Worked on multiple construction projects simultaneously and communicated and worked closely with suppliers and business partners.
- Reviewed and analyzed construction costs to identify potential areas for improvements and produced and evaluated detailed construction plans.
- Ordered construction supplies, organized and maintained relevant documents and records, and performed various clerical tasks as required.

Training Assistant Law Enforcement Training Center

01/2012 - 03/2013 CHARLESTON

- Pro-actively participated in weekly team meetings with the Board of Directors and informed them about the progress of the assigned projects.
- Awarded Employee of the Month for completing all assigned projects within schedule and in a timely manner.

EDUCATION

Health Sciences Clemson University

08/2006 - 05/2010 UNITED STATES

GPA: 3.98 (Top 7% of the Program)

The 2014 Academic Excellence Award winner

SKILLS

- SOFTWARE

Microsoft Office

Adobe Photoshop

Adobe Illustrator

Adobe InDesign

QuickBooks

Xero

LANGUAGES

100
%

English

70
%

Spanish

40
%

Slovak

STRENGTHS

Quick learning

Delegating tasks

Reliability

Precision