

# ROBERT C BURNHAM

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## Career Summary

Methodical Document Control Administrator with 8+ years in project management. Effective communicator (liaison) bridging the gap between clients, subcontractors, suppliers, engineering and construction personnel. Projects include civil infrastructure and commercial; both standard and design-build. Ensuring accurate documentation throughout your project's lifecycle.

Prior success in shipping & receiving management, logistics and inventory control.

## Areas of Qualifications

**MANAGEMENT:** Personnel, Database, Shipping & Receiving, Inventory and Materials, Subcontractor Procurement and Progress, Scheduling, Owner relations.

**DOCUMENT MANAGEMENT:** Drawing Logs, Specifications Review, Submittals, ASIs, RFIs, PRs, RFCOs, NTPs, LOIs, COs, CCDs, CofOs. Permitting, Punch-lists, Meeting Minutes, Specifications

**COMMUNICATIONS & RESEARCH:** Business Correspondence, Emails, Articles, Reports, Meeting Minutes, Oral Presentations

**SOFTWARE:** Primavera Expedition, Microsoft Project, Microsoft Office

## Work History

2009-10 Assisted with uncle's final affairs (NY). Personal relocation (NC).  
Active job search and jobs training.

### **Project Administrator / Asst. Project Manager**

2008-09 Pyramid Constructors LLP, Houston, TX

Projects Armed Forces Reserve Center (Houston, TX)

Responsible for collection, filing, updating, distribution and retrieval of all project documentation. Built project schedule to mirror the architect's specifications as per owner's requirement. Created and maintained an on-line photographic project diary.

### **Asst. Project Manager**

2008 F A Nunnally Company – North, San Antonio, TX

Projects Elm Creek Elementary School (SWISD, Atascosa, TX)  
Kriewald Elementary School (SWISD, San Antonio, TX)

Assisted project manager writing subcontracts and purchase orders. Facilitated weekly progress meeting between owner, architect and trades.

**Project Administrator / Asst. Project Manager**

2004-08 Pyramid Constructors LLP., Houston, TX

Projects            Yates Mill County Park and Research Center (Raleigh, NC)  
                         Gilbert & Adams Elementary Schools (San Antonio, TX)

Responsible for collection, filing, updating, distribution and retrieval of all project documentation  
Successfully managed the entire project close-out of the Yates Mill project in Raleigh, NC.  
Planned and coordinated the return of all material, equipment and vehicles from Raleigh to Houston.

**Project Administrator / Document Control Specialist**

1999-04 Flatiron Structures Company, Longmont, CO

Projects            Carolina Bays Parkway (Myrtle Beach, SC)  
                         US64 Bypass Highway (Wake County, NC)

Responsible for collection, filing, updating, distribution and retrieval of all project documentation  
Clarified the design-build process to members of SCDOT/NC DOT by conducting tours of document control. Coordinated initial remote set-up of computer and document control operations.

**Programmer I (COBOL)**

1997-98 Blue Cross/Blue Shield of SC, Columbia, SC

Provided maintenance COBOL programming to existing code. Performed test cycles.

**IT Manager / Shipping Manager**

1992-97 Ultimate Service of Carolina, Conway, SC

Designed, procured, installed and managed computer operations for a small clothing manufacturer.  
Reviewed vendor software and made recommendations to the owner.  
Assumed responsibilities for Shipping Department. Researched and implemented best practices to increase manufacturing efficiencies and negotiated best prices (FAKs) resulting in an immediate reduction in shipping costs by \$15,000 per quarter.  
Simultaneously supervised computer operations, shipping, receiving and inventory departments.

**Education**

Associate's Degree:    **Computer Technology / Business Administration**  
                                 Horry-Georgetown Community College, Conway, SC  
                                 Cumulative GPA: 4.0 *Transcript Available Upon Request.*