


Anthony Navarrete

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 (470) 455-2141



Professional Summary

Knowledgeable, innovative Foreman with 16+ years experience in commercial and residential flooring remodels, restoration, and repair. Extensive background in supervision with 3 years of verifiable success managing custom home building projects from inception to completion. Advanced ability to decipher and comprehend construction blueprints, development drawings, and specifications. Hard-working, capable professional with exceptional time management skills and keen attention to detail. Proven leader eager to advance my career, willing to re-locate and join a well-known, established organization.



Employment History

Assistant Project Manager, Eumenean Construction. Atlanta, GA

Apr. 2019 – Present

- Coordinate with other professionals, such as contractors, architects, engineers, and plumbers, to ensure job success.
- Interpret blueprints and drawings to determine specifications and to calculate the materials required.
- Study specifications in blueprints, sketches, or building plans to prepare project layout and determine dimensions and materials required.
- Review and interpret plans, blueprints, site layouts, specifications, or construction methods to ensure compliance to legal requirements.
- Clean working surface to remove scale, dust, soot, or chips of brick and mortar, using broom, wire brush, or scraper.
- Evaluate premises for cleanliness, including proper garbage disposal and lack of vermin infestation.
- Monitor installation of plumbing, wiring, equipment, or appliances to ensure that installation is performed properly and is in compliance with applicable regulations.
- Maintain daily logs, supplement inspection records with photographs, document actions, and present written progress reports.
- Follow established safety rules and regulations and maintain a safe and clean environment.
- Arrange for subcontractors to deal with special areas, such as heating or electrical wiring work.



Skills

Bilingual

Tenacious

Time Management

Dexterity

Systemization



Languages

English

Spanish

Portuguese

- Train, direct, or supervise other construction inspectors.
- Take actions to deal with the results of delays, bad weather, or emergencies at construction site.

Flooring Contractor, Good Wood Flooring. Atlanta, GA

Jul. 2007 – Present

- Take measurements and study floor sketches to calculate the area to be installed and the amount of material needed.
- Inspect the subfloor to determine its condition, and correct any imperfections that might show through the wood or cause the wood to cave or give.
- Layout the bundles, measure, mark, and cut to size with a miter/chop saw, allowing extra pieces for final fitting.
- Install flooring with hammer, staple and glue; filling in holes, gaps and joints.
- Knowledgeable in installation, glue down and floating/nailing floor systems.
- Proficient with belt sander, edger, palm sander and hand scraping corners/under cabinets.
- Certified in "Rubio", "Bona" and "Emulsion" finishes.
- Excellent at staining, and maintaining the integrity of the wood.
- Experience at small and large repairs.



Education

Georgia Perimeter College, Dunwoody, Ga.

Associate General Studies, May. 2007

Brookwood High School, Snellville, Ga.

High School Diploma, May. 2005



Certifications

Lead Paint 2020-2025

Erosion "Blue Card" 2020



References

Personal

Tony Higgins - (404) 454-8790

Randy Lovato - (602) 677-3143

Professional

Mike Heinz - Eumanean Construction (770) 880-0594

Wally Johnson - Eumanean Construction (678) 767-9624

Alberto Fidel - Good Wood Flooring (404) 723-7645