

MICHAEL B. JOSEPH

1167 Briarcliff Place NE, Atlanta, GA · mikebenjoe@gmail.com · 919-259-6940

Dedicated and results-oriented professional with a diverse background in construction management, project coordination, and community engagement. Proven ability to effectively manage projects, lead teams, and foster collaborative environments in both the site and office setting. Seeking a challenging role where I can leverage my skills in project management, construction, and interpersonal communication to drive organizational success and contribute positively to team objectives.

WORK HISTORY:

M.B. Kahn Construction Co Inc.

2024 - Current

Project Engineer

- Gained hands-on experience on a heavy commercial construction site
- Facilitated coordination with subcontractors to complete daily logs
- Ensured all project documents were uploaded and organized
- Managed inventory and tracked construction materials
- Communicated project concerns and updates to the project manager
- Utilized Bluebeam software for project documentation and collaboration
- Developed an understanding of construction specifications and blueprints
- Assisted in maintaining project schedules and ensuring compliance with safety standards

Habitat For Humanity

2022 - 2024

Construction Leader

- Lead daily residential build stage projects with twenty plus groups of volunteers
- Collaborate with project managers and superintendents to ensure project is within budget and timeline is kept
- Train and mentor volunteers in construction techniques, fostering a safe and positive work environment
- Coordinate and conduct onsite pre-construction meetings with stakeholders and key trade partners
- Review/red-line blueprints, proposals, purchase orders, and scopes of work then provide feedback to the design team
- Maintain open line of communications and monitor Superintendents / Sub-Contractors for jobs in progress
- Orchestrate resources allocation to ensure project milestones where meet according to build plan

Sports Social League

2023 - 2024

Game Day Coordinator and Referee

- Orchestrate the seamless coordination of logistical operations for softball, kickball, and flag football games for over 200 participants
- Ensure the procurement of necessary supplies, contributing to the overall smooth execution of sporting events
- Spearhead the successful management of up to four nightly games, showcasing adept multitasking capabilities and an in-depth knowledge of game rules and regulations, thereby upholding a standard of fairness and enjoyment for all participants
- Cultivate interpersonal skills to navigate and defuse tense situations, fostering a positive and inclusive environment

EDUCATION/CERTIFICATIONS:

Appalachian State University, *Bachelor of Science, Sociology*

May 2022

Cornell University – Project Management Certificate

Jan 2024

Columbia University - Construction Project Management Certificate

April 2024

Alamo College – Residential and Commercial Blueprint Certificate

May 2024

SKILLS:

Autodesk, AutoCAD, Fusion, Procore Estimating, Microsoft Office Suite, Bluebeam