

MITCHELL MCCRANEY

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OBJECTIVE

Obtain a position as a project manager with room for upward mobility in a growing market.

SKILLS & ABILITIES

- Skilled in project management, Microsoft 365, budgeting, scheduling, and communication.
- Ability to manage multiple projects, meet tight deadlines while maintaining the highest standards of quality

EXPERIENCE

COWART RESIDENTIAL LLC, Dunwoody, Georgia

March 2017 - Present

Junior Project Manager (Dec 2021 - Present)

- Oversee all aspects of project scheduling and completion.
- Collaborate with subcontractors to develop project schedules and ensure alignment with client requirements.
- Monitor project progress and identify potential risks that may impact the timeline or budget.
- Coordinate with subcontractors and suppliers to ensure timely delivery of materials and services.
- Communicate regularly with clients to provide updates on project status and address any issues.

Punch-out/Warranty Manager (Mar 2017 - Dec 2021)

- Ensure that the homeowner closing list is completed by the time of closing.
- Ensure the homeowner closing list is completed to homeowner satisfaction.
- Ensure that all warranty items are scheduled and completed to homeowner's satisfaction in a timely manner.

VECTOR MARKETING, Marietta, Georgia

August 2019 – October 2021

Assistant Manager (Nov 2019 – Oct 2021)

- Educate all sales representatives on best practices for their presentations
- Run weekly interviews to hire and train new sales representatives
- Log and close out weekly sales reports in the company system

Sales Associate (Aug 2019 – Nov 2019)

- Acquire new clients and schedule presentations with them.
- Present the products and input orders in company system.
- Promoted to Assistant Manager after 3 months of achieving consistent sales goals

EDUCATION / CERTIFICATIONS

- Residential Basic Contractor's License April 2024
- OSHA 10 Hour Course May 2023
- GSWCC Level 1A Blue Card January 2022
- Studied Accounting at Kennesaw State University 2019-2020
- Studied Accounting at Berry College 2017-2019