

Sample Quality Control Manager Resume

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email]

[LinkedIn Profile (if applicable)]

Professional Summary

Results-driven Construction Quality Control Manager with over five years of experience ensuring construction projects meet and exceed client expectations. Adept at implementing quality control plans, managing inspections, and coordinating with project stakeholders to deliver high-quality, compliant, and safe construction projects. Strong communicator with expertise in contract specifications, documentation management, and team collaboration. Holds [CQM-C Certification (if applicable)] and a proven track record in commercial and federal construction.

Key Skills & Competencies

- Construction Quality Control & Assurance
- Contract Specification Compliance
- Submittals & Documentation Management
- Inspection & Deficiency Tracking
- Safety & LEED Coordination
- Project Planning & Scheduling
- Stakeholder & Team Communication
- Microsoft Office Suite (Excel, Word, Outlook, Teams)
- Construction Management Platforms (Procore, Primavera P6, RMS, Oracle)

Professional Experience

[Your Most Recent Job Title]

[Your Company Name], [Location] | [Dates of Employment]

- Developed and implemented project-specific Quality Control Plans, ensuring compliance with contract specifications.
- Conducted preparatory and follow-up inspections for all features of work, identifying and tracking deficiencies for timely correction.
- Managed submittals, ensuring design and construction documents were reviewed and approved before material and work execution.
- Coordinated testing services and supplemental inspections, maintaining accurate testing plans and logs.
- Engaged in site safety initiatives, leading weekly QC meetings and ensuring all required project documentation was complete.
- Collaborated closely with clients, subcontractors, and suppliers, ensuring seamless communication and project execution.

[Previous Job Title]

[Previous Company Name], [Location] | [Dates of Employment]

- Oversaw quality control processes for [specific type of projects, e.g., federal/military, public works, commercial].
- Maintained QC software and documented project progress, ensuring compliance with contract requirements.
- Led coordination efforts for project stakeholder meetings, ensuring alignment on project objectives and quality standards.
- Assisted in LEED coordination efforts where applicable, ensuring sustainability compliance.

Education & Certifications

- **[Degree Earned, e.g., B.S. in Construction Management, Engineering]**
[University Name], [Year of Graduation]
- **Construction Quality Management for Contractors (CQM-C) Certification (USACE/NAVY) – [Year Earned]**
- [Additional Relevant Certifications]

Additional Information

- Ability to pass background checks for work on military bases
- Strong commitment to teamwork and continuous professional development