

RAUL PINA

Burlington, ON

(416) 420-9695

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Hard-working and dedicated **Construction Site Supervisor** with over five years of experience in monitoring construction sites. Effective at managing site personnel and with a proven track record of enforcing on-site safety and security policies and procedures.

SUMMARY OF QUALIFICATIONS

- Excellent work ethics; reliable with a high level of integrity
- Strong written and verbal communication skills
- Ability to work effectively in a team environment to maintain a strong team atmosphere
- Excellent time management, organizational and scheduling skills with good attention to detail
- Strong problem solving and critical thinking skills
- Languages: fluent in Spanish & English
- Proficient computer skills: MS Office

Core competencies:

Project Coordination & Management

Workforce Management & Organizing Schedules

Quality Assurance & Inspection

Safety Management

Enforcing Safety Protocols

Material & Equipment Management

Communication & Reporting

Leadership & Support

Conflict Resolution

Coordinating Contractors & Vendors

WORK EXPERIENCE

MATTAMY HOMES, Milton/Oakville, ON

2015 - 2023

Site Supervisor

2022 - 2023

- Managed the onsite construction staff on their daily tasks.
- Inspected all work during construction to ensure compliance with the plans and specification.
- Prepared detailed frame checks on each unit prior to drywall and following up to ensure timely completion.
- Monitored all trades functions such as Quality of workmanship and completion of work.
- Ensured the procedure required by the trades' scope of work and company's quality standards are being met.
- Enforced all safety standards on site.
- Scheduled and conducted homeowners Pre-Construction meetings and Frame Walks.
- Trained and mentored staff.

Accomplishment – Project List

Varga Phase 1 & 2, Single detached, village homes (back-to-back, slab on grade), & 3 story town homes
Graydon Banning, Phase 1, Single detached, 3 story town homes, & rear lane town homes

Assistant Site Supervisor

2019 - 2022

- Communicated and coordinated activities with the trades to ensure the best operation.
- Assisted the builder in managing the construction of home from carpentry to warranty sign off.
- Monitored all trades functions such as Quality of workmanship and completion of work.
- Ensured imperfections are corrected, Building Code is adhered to, homebuyers' options & extras are completed.
- Ensured the procedure required by the trades' scope of work and company's quality standards are being met.
- Managed the onsite construction staff on their daily tasks.
- Ensured all trades are conducting their work in a safe manner.
- Scheduled and conducted homeowners Pre-Construction meetings and Frame Walks.
- Prepared detailed frame checks on each unit prior to drywall and following up to ensure timely completion.
- Inspected all work during construction to ensure compliance with the plans and specification.
- Enforced all safety standards on site.
- Assisted the Municipal inspector during their quality inspection.

Accomplishment – Project List

Sixteen Mile Creek Phase 4 & 6 - Single detached homes

Sixteen Mile Creek Phase 6 - Single detached homes

Labourer

2015 - 2019

- In charge of counting and receiving all building material on site.
- Prepared foundations for stone, inspectors and backfill.
- Removed debris from around the houses and prepared house for the trades.
- Stripping footings, grading driveways, chipping pads, repairing water boxes and Installing patio slabs.

Receiver & Back Up Lead, STANLEY BLACK & DECKER

2013-2015

- Booked truck appointments for offloading and receiving
- Directed personnel to where they are needed most.
- Audited products when needed.
- **Handled all orders and processing shipments.**
- **Received products with RDT Scanning system.**

NOBEL BIOCARE CANADA

2001 - 2010

Customer Service & Sales Co-ordinator

2010-2011

- Maintained customers' consignment stock.
- Sold non consignment products to our primary customers.
- Processed customer orders and ensured efficiency in order and delivery of products for customers.
- Managed company promotions.
- Managed building maintenance.

Returns/Exchanges Co-ordinator

2001-2010

- Supervised Warehouse Staff.
- Maintained adequate information and control of Returns & Exchanges database.
- Assisted with quality control of incoming and outgoing products.
- Created return delivery notes in SAP.
- Posted and billed return delivery notes.
- Communicated with customer service regarding returns and exchanges.
- Assisted with picking, checking, packing, posting, and billing of orders.
- Ensured shelves and product locations correctly labelled.
- Maintained adequate supply of ready to use boxes and envelopes for packing.
- Co-ordinated call to couriers for pick-up of deliveries.
- Maintained Inventory Control and rotation of stock.
- Operated lift truck and forklift equipment.
- Received and verified incoming shipments.
- Processed all packages in MSW system before shipping.

Air Freight Representative, United Airlines SA. Santiago, Chile

1995-2000

Customer Service, Maintenance Service Center, IBM S.A.C. Santiago, Chile

1995

EDUCATION

BA. Physical Education Courses, Dalhousie University, Halifax, NS

1989

Ontario Secondary School Diploma, Cedarbrae Collegiate Institute Toronto, ON

1987