

Anthony Mozzone

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Objective:

Currently a High-Rise Assistant Project Manager looking to gain a position as a Project Manager, considering I am an organized and dedicated individual who wishes to benefit companies through professional values and experience.

Summary of Qualifications:

- Proficient in the use of AutoCAD, Microsoft word, Excel, PowerPoint, BluBeam, Outlook, Jonas Premier, Microsoft Project, and Procore
- Experience with quantity take-offs material listing and estimation required for various construction projects along with a strong ability to read and interpret blueprints, shop drawings, specifications, and scopes of work
- Strong verbal and written communication skills
- 12+ years of experience in various residential, commercial, and high-rise construction projects
- Strong multi-tasking, organizational and leaderships skills; experienced in training and providing on-going support and mentorship to a team
- Ability to multi-task in a faced paced work environment and capable of interpreting directions and information to others
- Familiar with the Ontario building code as well as zoning By-Laws and Regulations
- Working knowledge of construction equipment and techniques, building materials and required standards
- Strong experience with tendering and project budget management

Educational Qualifications:

George Brown College, Toronto, Ontario, Canada (2013-2016)
Civil Engineering Technology Advanced Diploma program (Dean's List)

St. Elizabeth Catholic High School (2009-2013)
High School diploma (Graduated with Honors)

Relevant Courses:

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| • Standards and quality management | • Construction graphics 1 & 2 |
| • Estimating Civil Works 1 & 2 | • Law & Construction Contracts |
| • Site planning & building regulations | • Construction planning & scheduling |

Professional Work Experience:

Greenpark Group

(2023-Present)

Assistant Project Manager

- Lead and managed multiple high-rise construction projects from pre-construction into construction.
- Worked directly with the Vice President to develop comprehensive plans, including schedules, budgets, resource allocation, and risk management strategies.
- Assembled and managed project documentation, including contracts, change orders, construction schedule, procurement schedule etc.
- Proactively communicated with consultants and engineers to implement value engineering practise that assisted with schedule acceleration and cost savings.
- Fashioned a close relationship with the site team and conducted regular site visits to track progress and ensure compliance with quality standards.
- Prepared and presented project status updates to senior management on a month basis.
- While working alongside and managing the roles and responsibilities of the project coordinator, we successfully awarded all 70% of contracts on two (2) high-rise developments valued at \$210,000,000.00 & \$400,000,000.00.
- Managed the project submittal process and deliverables ensuring compliance was maintained and materials/equipment's were delivered to the site time on time.
- Fostered a collaborative team environment and provided mentoring to the project coordinator and other junior team members.
- Assisted in design layouts and space accommodation for suites, amenity spaces, mechanical/electrical rooms and commercial retail spaces.
- Provided cost comparisons/estimations to ensure bid submissions and change orders were in line with market pricing.

Clark Construction Management **Project Manager**

(2020-2023)

- Managed the construction budget which included cash flow projections, budget forecast, cost re-allocations, labour and staff forecasting.
- Working with my team, we successfully completed the Azura Condo project which had a budget of \$94,000,000.00. I was on the project from slab on grade to final occupancy.
- Assembled and organized all close-out documents for the project.
- Submitted, managed, and organized all shop drawings and sample for the Azura condo through the use of Procore and Excel.
- Processed and managed all change orders for all subcontractors on the project.

- Produced and distributed the monthly report to the owner.
- During the tendering phase of work my responsibilities included assembling and issuing the tender packages, bid-leveling, setting up review/award meetings and assembling and issuing the contracts for execution.
- Worked closely with Site Superintendent to conduct monthly updates to the construction schedule.
- Responsible for managing and updating the procurement log to ensure tender packages were issued in a timely matter to avoid start delays on site.
- Provided leadership within the office team to ensure that owner and staff needs were met.
- Responsible for processing subcontractor invoices on a monthly basis.
- Successfully completed the preconstruction and 65% of tendering for a 69-storey condo project valued at \$300,000,000.00

Metrus Construction
Site Supervisor

(2019-2020)

- Responsible for all field aspects of the project including budget, schedule, progress, safety, performance and quality of work
- Successfully completed an Egg smart restaurant and Shoppers Drug Mart. I was present on the job from excavation and footings all the way to final turnover.
- Worked on 4 different commercial projects. Project values where from \$5000,000 - \$1,000,000.
- Worked closely with the project manager to determine and execute the scopes of work for trades and schedule
- Ensured trades completed all items present within their contract and scopes of work
- Organized and attended all site trade meetings to ensure work was being completed as per the construction schedule and to the highest degree of quality
- Provided leadership on site to ensure that all trades work comfortably and safely on a day to day basis
- Responsible for site setup including trailer location, temporary power, restrooms and wash stations, material and miscellaneous tool storage and trade equipment/material storage on site
- Reported to the construction manager on a weekly basis regarding the productivity of the project as well a providing a three-week forecast of what activities are to be carried out next

Empire Communities
Project Coordinator

(2016-2019)

- Responsible for assessing and preparing work site such as material listing, calculations, and ordering supplies and determining scopes of work to delegate tasks accordingly
- Working with my team, we successfully completed the Mark Condo project. I was on the project from excavation to final occupancy

- Submitted and organized all shop drawings and samples for various condo projects
- Worked on 3 different high rise projects. Project values where from \$80,000,000-\$500,000,000.
- Participated and organized inspections with city inspectors during various stages of the project
- Produced and ensured trades followed a construction schedule
- Responsible for measuring and ordering concrete and reinforcement bar on a daily basis for an entire condominium project
- Completed suite finishing's throughout and entire condo building with 2 PDI items or less
- Scheduled and chaired by-weekly site meetings to discuss project status and schedule

**Joe Pace & Sons Contracting Inc.
Construction Lead Hand**

(2010-2016)

- Prepared and ordered materials and tools needed for sites
- Participated in numerous projects such as: building additions, renovations, restorations and new construction. Project values where from \$500,000-\$2,000,000
- Operated machinery such as excavators, skid steers, tractors
- Working with my team, we successfully completed the building addition to Swansea Town Hall community Centre. Worked with a crew of carpenters, electricians, drywallers, plumbers, painters, and HVAC mechanics
- Was foreman on many jobs, in charge of working independently and managing a labour crew of up to 4, delegating tasks and meeting the PM at the end of the day to report in
- Performed works related to the renovation of Toronto Community Housing buildings
- Ensured a clean job site at all times to provide a safe and comfortable work area

Achievements:

- Dean's List semesters 1,2,3,4,5 and 6
- Completion of The Mark Condo (21-storey tower with 220 units)
- Completion of the Azura Condo (32-storey tower with 358 units)
- Occupancy of the Eau Du Solei Condos (66-storey and 49-storey tower with 1250 units)
- Completion of Vaughan City Medical Centre (4-storey building with 12 units)

References Available upon request