



What To Put On a Resume

Jones, Art

6201 Taft Rd, Ovid, MI 48866 | 517-719-8993 | art@jonesacr.com

Objective

- To obtain a supervisory or management position in the construction industry that will utilize my extensive experience and skills in carpentry, general construction and the military.

Skills & Abilities

MANAGEMENT/LEADERSHIP

- I have managed many construction projects, from small bathroom remodels to whole house renovations, to new and remodeled apartment complexes. Projects involved supervising employees along with hiring and scheduling sub-contractors.
- Owned and managed my own construction company with 6 employees
- Team leader in the Marine Corps - Served 8 months in the Middle East during operation Iraqi Freedom, (with C company, 1st battalion/ 24th marines, attached to 1st MEF) between March and November 2003

CRAFTSMANSHIP

- 25 years of experience as a carpenter. Over the years I have done everything from finish carpentry in a condo that was part of the Lansing Parade of Homes, to pole barns, to entire apartment buildings, to commercial buildings.

TOOLS

- I own all the tools of the trade including, a miter box, a table saw, router, skill saw, battery drill, ladders, air compressor, air nailers, and other miscellaneous hand tools.

Experience

CONSTRUCTION MANAGER | AMERI-PRO RESTORATION | SEPTEMBER 2013 – PRESENT

- I hired and managed subcontractors and supervised fellow employees. I created drawings to submit to building departments for permits. I was also responsible for material takeoffs and purchasing. I managed 11 jobs for Ameri-pro that were over \$100,000 and they were all finished in record time and under budget and with very happy customers.

OWNER | ALDERCREEK CARPENTRY | MAY 2009 – JUNE 2013

- Completed numerous projects from a small bath room remodel to a \$750,000 86 apt. remodel. (Please see attached page for a more detailed list of jobs completed by Aldercreek Carpentry)

CARPENTER | MCCARTHY CARPENTRY | JANUARY 2004 – MAY 2009

- Installed cabinets and trim in apartments and houses in the Lansing, MI area.

CARPENTER | SELF-EMPLOYED | JANUARY 2002 – FEBRUARY 2003

- Trim carpentry for several projects: interior doors, trim and cabinets for homes in Vermontville and Laingsburg, 66 kitchens for Huntly Villa Apartments in Holt, 100 kitchens for Bay County Housing Commission

Aldercreek Carpentry was established in 2002. The company specialized in interior doors, mouldings, and kitchen cabinets in new homes and apartments. As the economy and construction industry changed, Aldercreek Carpentry expanded to commercial/residential remodeling. We employed six tradesmen and worked throughout Michigan. A more detailed list of our jobs includes:

1. Dulhut Village Kitchen Renovations: \$750,000

This job comprised of the renovation of 86 apartments for Port Huron Housing Commission which included, new cabinets, flooring, byfold doors, building new walls, drywall, painting, Plumbing, mechanical, and electrical.

2. Interior Closet Renovations at Desmond And Peru Villages: \$240,000

This job comprised of the renovation of 196 occupied apt. for Port Huron Housing Commission which included the demolition of a wall between the bedroom and bath room; building a new wall with door to create a walk in closet.

3. Renovations to Colonnades and Community Spaces at Desmond And Peru Villages: \$392,000

This job comprised of Hardi-board siding, drywalled soffits, suspended ceilings, oak base and chair rail, and new flooring.

4. Hvac Architectural work at Desmond And Peru Villages: \$200,000

This job comprised of building steel stud walls around forced air furnaces in 196 occupied apts. for Johnson Controls Inc. including framing, drywall, painting, door and trim.

5. Fire restoration at Pitchford house: \$12,000

Corrina and Jason Pitchford had a fireplace fire at their home; we repainted the house, rebuilt the fire place mantle and hearth, replaced the insulation in the attic and replaced the flooring in the living room.

6. Interior Door Replacement for the city of Dearborn: \$740,000

This job started February 15th 2012 and finished Oct. 15 2012 it comprised of replacing interior doors in 333 occupied apts.

7. Willys Overland Lofts: \$17,000

This job included replacement of rotten roof boards, and demolition of brick walls and building temporary plywood weather inclosers

8. Davis family Kitchen remodel: \$6,000

I completed a complete Kitchen remodel for the Davis Family. I removed soffits, removed a closet and replaced with a pantry cabinet, installed new cabinets, and an "Air Stone" backsplash

References:

1. Jim Dewey, Port Huron Housing 810-650-4672
2. Peter Eppley, Port Huron Housing 810-650-9770
3. Bob Miller, Northeast plumbing 810-6502534
4. Josh Ransaw, Sparky's electric 517-204-5374
5. Brian Jilbert, NSA Architects and Planners 248-477-2444
6. Dave Nichols, Dave Nichols Excavating 517-256-3930