



**Cynthia A. Gibson**  
309 Tom Coke Road  
Mendenhall, MS 39114  
USA

**Personal Data:**

US citizen  
Requesting full time employment  
Willing to relocate and will travel  
Female

**Contact Phone: (601)397-2439**  
**Work Phone: (601)847-2420**

**Email address: [cg3237@yahoo.com](mailto:cg3237@yahoo.com)**

**Experience:**

**Employer:**  
**Barnard & Sons Construction, LLC**  
3054 Simpson Hwy. 13  
Mendenhall, MS 39114

**Supervisor:**  
**William Chalk**  
**Owner/Member**  
**Phone: (601)847-2420**  
**Cell: 601-382-1257**

**10/2006 to present duties:**

**Construction Project Manager**

Assist in submitting bids for projects out for bid  
Compile and submit documentation required for ongoing Military Projects  
Compile and submit documentation for prospective military task orders  
Compile and submit AIA progress payments to project Owners/Architects  
Compile and issue AIA contracts to subcontractors  
Procurement of materials from vendors and suppliers for ongoing projects  
Coordination of subcontractors and vendors for ongoing projects  
Resolve issues which may arise with Owners/Architects for ongoing projects  
Review/red line/log submittals for materials  
Construction plans and specification interpretation  
Maintaining an open line of communication with Project Superintendents, Subcontractors, Vendors, Owners, and Architects  
Maintain files for ongoing project for project close out documents/compiling said documents

Conduct and schedule project OAC, Owner/Architect/Contractors, monthly meeting for ongoing projects to resolve construction issues, define any changes which must be made and answer questions which may arise.  
Safety Director – Conduct safety meetings, perform drug tests, job site visits for safety inspections.  
Liaison with OSHA for safety issues and changes in OSHA regulations

**IT Systems and Software Administrator**

Responsible for liaison with outside IT consultation and internal maintenance and troubleshooting of Windows network and software packages specialized for the construction industry. Experience with Timberline Estimating software, SureTrac project tracking, Primavera project and document management software packages as well as Microsoft Office. Proficient in the use of Excel, Word, DODGE PDM, AIA and Primavera PDM.

52 hours per week  
\$22.00 per hour with \$500.00 per month allowance

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**03/2004 to 10/2006**

**Assistant Project Manager**

Assist with project documentation such as submittals, files.  
Evaluate types of subcontractors and vendors required for bidding specific project types and making contact with these persons.  
Coordination of material orders for ongoing construction projects

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**03/2001 – 03/2004**

**Assistant Field Superintendent / Field Superintendent**

Assign duties on construction project to fellow employees  
Retain work hours of employees  
Assist in layout of building structures  
Erection of metal stud walls and various construction phases including installation of doors, frames, hardware, and exterior waterproofing. Preparation of concrete floors for acid stain and applying stain and sealer to floors.

Assure completion of all phases as the work progressed on various construction projects and final close out of projects

01/1980 - 03/2004

**Self Employed**

**Co-owner of residential construction company**

Some of the services which I performed with varying number of employees are listed below. I was fortunate to have the opportunity to work with several different highly qualified contractors who were gracious enough to teach me their trades.

Included in this group were plumbing contractors, painting contractors, and building contractors.

**Duties performed:**

Commercial Cleaning of new construction projects including hospitals, apartment complexes and housing developments

Residential plumbing including installation of copper water lines, pvc lines, setting of plumbing fixtures and devices

Painting contractor for realtors and condominium managers

Minor electrical that include change out of electrical outlets, switches, and lighting fixtures.

**Education**

GED - Fort Worth, Texas

Trade School - Architectural Drafting

CIT Degree - Construction Industry Technician - National Education Foundation

**Professional Organization Membership**

NAWIC - National Association of Women In Construction

Past Vice-President

2 years as president

Current board member