

Keith Nixon

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Project Manager / Construction Manager

Profile & Skills	A graduate of Manufacturing and Industrial Technology at Tarleton State University, with proven experience in construction, project management, and innovation. Specializes in promoting efficiencies and solving complex problems.		
	<p>Possess strong written and verbal communication skills</p> <p>Working knowledge of Microsoft Office, QuickBooks, scheduling software, CRM, Salesforce, InFlow, CAD</p> <p>Capability to delegate tasks as necessary and to accept delegation equally as efficiently</p> <p>Proficient in budgeting, forecasting, scheduling, planning, and negotiation</p> <p>Unmatched work ethic and problem-solving skills</p> <p>Learning agility that leads to outperformance of competitors</p>		
Synopsis of Technical Expertise	<p>Managed projects up to \$250mm on an ongoing basis throughout the U.S.</p> <p>Acted as an internal consultant, assisted in process mapping and helped to improve antiquated procedures</p> <p>Responsible for RFQ, RFP, RFI, PCO maintenance and completion</p> <p>Deciphered blueprints, specification sheets, manuals, and procedures for accurate project completion</p> <p>Maintained on-time logistics planning of deliverables on a continuing schedule</p> <p>Procured partnerships to expand internal and external operations by 300%</p>		
Employment	<p>Galaxy Projects Owner, Project Manager</p>	Alpine, TX	2017- Present
	<p>Manage a high-volume workload for a residential development in a deadline-driven environment and consistently met performance benchmarks in all areas (speed, accuracy, volume).</p> <p>Coordinate many sub-contractors simultaneously to achieve quality and time objectives.</p> <p>Complete budget estimates for various projects as part of bid processes.</p> <p>Solve problems that arise with various projects through troubleshooting and visioning.</p>		
	<p>Helix Project Engineer</p>	Washington D.C.	2016-2017
	<p>Project located in Washington D.C. was \$250million premiere high-rise hotel.</p> <p>Developed project objectives by reviewing project proposals and plans; conferring with management.</p> <p>Determined project responsibilities by identifying project phases and elements; assigning personnel to phases and elements; reviewing bids from contractors.</p> <p>Determines project specifications by studying product design, customer requirements, and performance standards; completing technical studies; preparing cost estimates.</p> <p>Determined and Maintained project schedule by studying project plan and specifications; monitoring progress, calculating time requirements; sequencing project elements.</p> <p>Controlled project plan and costs by reviewing design, specifications, and plan and schedule changes; recommending actions, approving expenditures.</p> <p>Prepared project status reports by collecting, analyzing, and summarizing information and trends; recommending actions.</p>		
	<p>Fox Tank Company Project Manager</p>	Albany, TX	2013-2016
	<p>Managed new projects totaling over \$3mm in one year, representing 15% of gross revenue</p> <p>Estimating, pricing, and budgeting deliverables on ongoing projects</p> <p>Maintained and administered project scheduling, coordination of milestones, and cost changes</p> <p>Helped to establish proper systems and processes for CRM, quality, benchmarking, inventory management, safety, and communication strategies on various internal consulting projects</p> <p>Developed data analytic tracking systems to aid strategic decision making</p>		

Education	<i>Tarleton State University</i>	<i>2015</i>
	Manufacturing and Industrial Management – Engineering Technology – BAAS	
	<i>Austin Community College</i>	<i>2008</i>
	Small Business Management – Certificate	
	Management Administration – Certificate	
	Certified Senior Technology Manager , CSTM – ATMAE	<i>2015</i>
	Member of Big Bend Parks Advisory Board	<i>2019</i>