

Héctor M. Mateo

11711 Wallstreet
San Antonio, TX 78230

e-mail: hectormateo0330@gmail.com
(787) 974-2226

Objective: Seeking a construction estimating or field management related position utilizing 24 years successful experience in the construction industry that includes new buildings and renovation of commercial / industrial / residential facilities. I have a proven track record of success in achieving time, budget, and quality goals on a broad range of projects. My experience also includes site grading and preparation, drainage structures, and retention ponds.

Education: 1986 – 1989: University of Puerto Rico, Ponce, PR
Associates Degree – Civil Engineering and Drafting and Design Technology

Skills: Strong background in supervision of large, complex projects.
Possess knowledge of building construction practices and regulatory compliance issues.
Qualified to review and evaluate bid documents, estimate costs, chart projections, write and negotiate contracts, lead cross-functional project teams, and conflict mediation / resolution.
Plan review and analysis review skills.
Work effectively with engineers, architects, building officials, clients, and inspectors.
Extensive knowledge on construction methods for reinforced concrete, steel, masonry, composite steel, spread footings, interior finishes, and concrete piles.
Familiar with the International Building Codes and OSHA Standards.

Software: AutoCAD R12 thru the latest version.
MS Office (Word, Excel, Outlook, PowerPoint, On-Screen Take-off and MS Project)

Experience: **2015 to Present: Chief Estimator: Ortiz Group Contractors, LLC, San Antonio, TX**
Preparing cost estimates, take-offs and bid documents for construction projects or services that are used by management in preparation of the bidding process. Reviewing contractual requirements with supervisors and developed a plan for the project construction that is utilized as the basis of the cost estimating process. Also obtained comparative quotations for materials and sub-contractor services and prepare a level project schedule utilizing MS Project.

2010 – 2014: Project Superintendent: Las Piedras Construction, Inc., San Juan, PR
Worked on the improvements and building renovation of large scale multi-family buildings (public housing) to meet the new HUD standards. I was in charge of the construction division (10 to 50 employees) coordinating daily field activities and following up the job progress to meet the company schedule and budget goals. My duties also include negotiation of change orders, conflict mediation, and progress meeting with the inspector and client to report the overall project progress.

2004 – 2010: Project Manager: Coamo Plumbing, Inc., Coamo, PR
I provided costs estimates, contract negotiation, and plan review for several commercial and residential projects. My duties include overall supervision of all the projects and I reported directly to the owner progress of the construction projects. I also coordinated progressively the construction phases of work with the contracting officers (government and private).

1999 – 2004: General Manager (Owner): HI Construction, Inc., Coamo, PR
As a licensed general contractor, I completed successfully, within the proposed schedule and budget, several residential, commercial, and industrial projects in Puerto Rico. Projects include sub contracts with the federal government, public infrastructure improvements, and industrial construction in several of the island's pharmaceutical manufacturing plants.

1993 – 1999: Project Supervisor: 3-0 Construction, Naranjito, PR
I performed multi-tasks to support the company field supervision team. My duties include cost estimates, contract negotiation, purchase of materials, review of construction drawings, identify site constraints, inspection/monitoring of plumbing, wiring, and equipment. I also performed as the contractor QC inspector for several jobs for the NAVY and USCOE.

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1989 – 1993: Estimator: Marland Industrial Contractors, Inc., Peñuelas, PR

I performed cost estimates, shop drawings, and field inspections for the pharmaceutical and oil refinery division of the company.