

Meeghan Moentmann

Commercial Project Manager

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☎ (782) 659-3468

📍 123 Maple Street, Lexington, KY 40508

EDUCATION

Master of Business Administration in Project Management at University of Louisville, KY

Sep 2013 - May 2018

Relevant Coursework: Project Management Fundamentals, Strategic Planning and Decision-Making, Organizational Behavior, Financial Analysis and Management, Risk Management, Quality Assurance, Operations Management, Information Systems, Marketing Management, and Leadership and Team Development.

LINKS

[linkedin.com/in/meeghanmoentmann](https://www.linkedin.com/in/meeghanmoentmann)

SKILLS

Budgeting

Scheduling

Risk Management

Contract Negotiation

Microsoft Project

Stakeholder Engagement

Agile Methodologies

LANGUAGES

English

Urdu

PROFILE

Results-driven Commercial Project Manager with 5 years of experience in overseeing and delivering high-quality projects on time and within budget. Adept at forging strong client relationships, negotiating contracts, and leading cross-functional teams to achieve organizational goals. Demonstrates exceptional problem-solving, communication, and organizational skills. Proven track record of optimizing resources, mitigating risks, and driving operational efficiency to ensure customer satisfaction and business growth.

EMPLOYMENT HISTORY

● Commercial Project Manager at Kentucky Commercial Project Management Inc., KY

May 2023 - Present

- Successfully managed a \$20 million commercial construction project for a major retail client in Louisville, KY, completing the project on time and within budget while maintaining a high level of quality and safety standards.
- Oversaw the renovation and expansion of a 50,000 square foot office building in Lexington, KY, increasing the property's value by 35% and securing long-term leases with high-profile tenants, resulting in an annual revenue increase of \$1.5 million for the property owner.
- Implemented cost-saving measures and streamlined project management processes that reduced overall project costs by 15% and improved efficiency by 25% across all projects handled by Kentucky Commercial Project Management Inc. in a one-year period.

● Assistant Commercial Project Manager at BuildPro Construction Services LLC, KY

Jul 2018 - Mar 2023

- Successfully managed the completion of a \$1.2 million commercial project within budget and three weeks ahead of schedule, resulting in a 12% increase in client satisfaction ratings for BuildPro Construction Services LLC.
- Streamlined the procurement process for construction materials, reducing overall project costs by 8% and shortening lead times by an average of two weeks across four major commercial projects.
- Collaborated with project teams to develop and implement an efficient project management system, increasing productivity by 15% and reducing project delays by 20% over a one-year period.
- Played a key role in securing three new commercial contracts worth a combined total of \$4 million, contributing to a 25% growth in annual revenue for the company.

CERTIFICATES

Project Management Professional (PMP)

Sep 2021

Certified Construction Manager (CCM)

Nov 2019