**Kyle Hughes**

*kyle.hughes429@gmail.com**•* [*linkedin.com/in/kyle-hughes-31446817/*](https://www.linkedin.com/in/kyle-hughes-31446817/)   *409-429-6122 • Beaumont, TX 77708*

Versatile professional with significant experience improving productivity and eliminating delays through effective planning and implementation in power, energy, chemicals, manufacturing, and industrial sectors. Expertise in strategic planning, logistics management, and contract negotiation. Adept at managing processes for piping and instrumentation, structural steel, and rigging operations. Skilled problem solver, effective and capable of effectively switching between either large-scale or detail-oriented approaches to achieve success. Technology proficiency: Microsoft Office Suite, Oracle, 3D Models.

Areas of Expertise include:

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| --- | --- |
| * Strategic Planning and Scheduling
 | * Workflow Analysis
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| * Logistics Management
 | * Warehouse Management
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| * Contract Negotiation
 | * Training & Development
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| * Report Preparation
 | * Crew Management
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# Professional Experience

**Jason’s Deli** • Beaumont, TX • September 2018 to Current

**Construction Coordinator**

Manage 1 million to 2 million dollar ground up and tenant improvement projects. Including all the planning, scheduling of vendors, general contractor and sub-contractors work.

### Key Accomplishments:

* Review and provide feedback on Civil, Plumbing, Mechanical, Electrical, and Architectural plans from engineering.
* Manage bids for each project to award General Contractors.
* Created PO system in order to open, maintain and close out projects
* Manage procurement process and PO’s issued to vendors.
* Coordinate and resolve shipping issues with internal and external transportation departments
* Manage the General Contractor’s schedule and update as needed based on weekly progress.
* Receive and review weekly and monthly invoices for approval and processing.
* Manage change orders during projects.
* Manage the General Contractor to insure all MEP finals are called in on time and passed.
* Conduct large and small punch lists for GC compliance and completion.

**ZACHRY GROUP** • Freeport, TX • November 2017 to Present

**Senior Planner**

Improve workforce productivity and quality by providing planning information to ensure safe and efficient execution of work orders, consolidating similar orders and checking workflow progress. Create standard work processes and schedule projects to expedite work, providing regular and comprehensive status and risk analysis reports.

### Key Accomplishments:

* Forge effective relationships with clients and project stakeholders, communicating project status based on results of daily field audit walks.
* Lead the planning/scheduling effort for all hydro blasting and chemical cleaning scope. Including daily reporting and critical path.
* Generate RFIs and BCNs, including field photos and redlined and revised drawings, verifying alignment and coordinates in CSIM, and confirming measurements.
* Supervise foreman and crew in achieving daily tasks and weekly work quotas, reporting all onsite pipe material movement to monitor work status.
* Lead continuous process improvements, developing real-time reporting of material delivery and tracking from warehouse to field, in addition to system of checks and balances detailing field work.
* Negotiated contract agreement with Industrial environmental cleaning and hydro blasting company.
* Created and implemented a standard Excel material request template used by all crafts.
* Designed Access database to track and put visibility on all material request from craft to warehouse.
* Creator of Access database “Action Item Log” used for the completion of work packages and hit list for commissioning.

**ZACHRY GROUP** • Freeport, TX • October 2015 to November 2017

**Planner**

Work with assigned superintendent to plan material and work load for specific design area. Collaborate with other crafts to insure material delivery, inventory, and workflow. Conducted daily audit’s to improve field progress and accountability of the project.

**Key Accomplishments:**

* Checking for understanding of work scope through field walk through, using or creating standard (job requests, job templates for repetitive jobs) building standard job request that clearly shows ,special instructions, required documentation, QC needs, specialty tools, and equipment.
* Generate requisitions for permanent material, consumables, blanket PO’s, etc.
* Submit 3 week look ahead. Analyze schedule updates weekly and report schedule impacts that could cause float.

**ZACHRY GROUP** • Old Ocean, TX • May 2015 to October 2015

**Workhouse Foreman**

Supervised crew in daily tasks, maintaining inventory, flagging spools, bagging and tagging valves, gaskets, and bolts, and overseeing daily housekeeping of pipe yard.

### Key Accomplishments:

* Confirmed shipments, checking for damages and improper loading prior to offloading, coordinating offloading logistics, and controlling inventory (including OS&D document for overages, shortages, and damages).
* Filled material requests, ensuring proper, damage-free delivery; communicated with QC to maintain proper documentation.
* Maintained daily log of all events, accurately completing necessary paperwork (MPWS, manifests, and fluid logs).

**C-Logistics** • Galveston, TX • August 2013 to March 2015

**Dock Supervisor**

Scheduled vessel arrivals and departures, conducting safety inspections and ensuring correct loading and unloading of equipment (including manifests and documentation).

### Key Accomplishments:

* Reviewed and approved paperwork, ensuring all daily cost allocation reports were updated and correct for each vessel, tracking and updating warehouse inventory, and maintaining strict adherence to arrival/departure schedules.
* Coordinated all movement of HAZMAT and non-HAZMAT materials, following DOT shipping standards and conducting proper inspections.
* Maintained Vessel Tracking System, updating data daily, printing reports, and forwarding information to project managers; set up and updated record-keeping system.
* Responsible supervisor for site employee’s i.e. forklift operator, Foreman, Crane operator and riggers.

# Education

**Bachelor of Science, Marketing**, May 2011

Nicholls State University • Thibodaux, LA