

G. ALLAN GALBRAITH

257 Conway St., Carlisle, PA 17013
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PROFESSIONAL SUMMARY

Accomplished business leader with over twenty-two years of management, scheduling, estimating, financial oversight, design, and operational experience in the commercial construction industry.

SKILLS

- General contracting professional
 - Subcontractor management
 - Commercial construction expert
 - Design experience
 - Project scheduling
 - Pre-engineered steel building experience
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WORK HISTORY

01/2000 to 03/2013

President / Treasurer

Galbraith/Pre-Design, Inc. – 213 Kutz Road, Carlisle PA 17015

- Define strategy and business plan.
- Oversee all company operations.

03/1999 to 12/2000

Treasurer

Galbraith/Pre-Design, Inc. – 213 Kutz Road, Carlisle PA 17015

- Prepared, reviewed, and approved progress applications for payment.
- Supervised invoice processing, purchase orders, expense reports, credit memos and payment transactions.
- Oversaw the company's bonding and insurance.
- Oversaw the company's general financial well being.

01/1993 to 03/1999

Project Manager

Hershey Creamery Company – 301 S. Cameron St., Harrisburg PA 17101

- Managed all its construction projects in 32 U.S. states.
- Researched and coordinated land acquisitions.
- Reviewed plans and specs during pre-construction.
- Coordinated utility service providers.
- Obtained building and specialty permits.
- Conducted weekly production and operations contractor meetings.
- Performed regular job site observations to provide direction for all general contractor personnel.
- Reported to the President on conformance with the contract, project schedule, performance, and completion.
- Oversaw the entire building turnover process.
- Prepared and followed through on all punch lists.

05/1991 to 12/1993

AutoCAD Draftsman & Project Manager

Galbraith/Pre-Design, Inc. – 213 Kutz Road, Carlisle PA 17015

- Drafted plans on newly released AutoCAD software.
 - Reviewed plans and specs during the schematic design of pre-construction.
 - Obtained building and specialty permits from local jurisdictional agencies.
 - Conducted weekly production and operations contractor meetings.
 - Performed regular job site observations.
 - Prepared regular interval progress reports.
 - Prepared and followed through on punch lists.
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EDUCATION

1991

Bachelor of Arts: Pre-Law

Pennsylvania State University - State College, PA

AFFILIATIONS

- Keystone Chapter of Associated Builders and Contractors – 2014 Chairman of the Board of Directors. Served 9 years on Board of Directors from 2006 to 2015.
- National Associated Builders and Contractors – Served 3 years on National Board of Directors from 2012 to 2014.
- Carlisle Area Economic Development Corporation – Currently serving 2 year term on Business Attraction Advisory Committee.