

Alan Matthew Kalman, MBA

2034 Sunset Preserve Way
Port Charlotte, Florida 33953
(239) 295-2572
alkalman1@gmail.com

Highly motivated and goal-oriented Management professional seeking to leverage my 3 years of project, personnel, finance and resource management expertise at a company that provides a challenging work environment and values leadership and teamwork.

QUALIFICATIONS

- Excel in successfully engaging in and developing numerous business-related disciplines:
 - Business Financial Analysis
 - Accounting and Finance
 - Project Management/Product lifecycle
 - Quarterly report drafting and analysis
 - Risk Analysis and Mitigation
 - Public Relations
- Top Performer in Marketing and Finance Curriculum
- Exemplary communications both written and verbal.
- Well-rounded managerial style, potent tactics which reach internal and external stakeholders effectively.
- Multi-tasker, exercising Agile methodologies.
- Master of Microsoft Office suite software (Word, Excel, PowerPoint, Outlook, SharePoint, OneDrive).
- Natural leader, teacher and self-starter who values employee and organizational well-being.
- Familiar with GAAP accounting principles.

EDUCATION

Southern New Hampshire University	Manchester, New Hampshire	Jan 2020-Oct 2021
▪ Master of Business Administration (MBA)		

Texas A&M University	Commerce, Texas	Aug. 2009-Dec 2013
▪ Bachelor of Arts with concentration in Radio and Television		

CERTIFICATIONS / SKILLS

▪ OSHA 30	Oct. 2023
▪ SQL Foundations - Microsoft	Sept. 2025
▪ Familiarity with JIRA	
▪ Certified SCRUM Product Owner (CSPO) - SCRUM Alliance	Sept. 2025

EXPERIENCE

DR Horton - Fort Myers, Florida

The leading homebuilder in America since 2002 and Fortune 500 Company

Project Manager

Feb 2023 – July 2025

- Perfecting my time management and forward planning, I consistently ran construction projects 1 week ahead of schedule, saving my organization money.
- Trained new superintendents in my building area, simplifying information in a way that is easy for newcomers to comprehend.
- Controlled the budget of numerous projects cumulatively exceeding \$6.5M, resulting in a budget surplus.
- High level of quality-control resulted in positive customer interactions and relationships, building the customer's and public's trust in the company.

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- Cultivated strong relationships both internally and externally, allowing for efficient remediation of technical/ structural problems.
- Provided upper management with new information from outside stakeholders impacting business operations, enabling a seamless shift to alternate, compliant practices.
- Exhibited a high-level of competency on all projects, with the ability to provide information and answer RFI's from upper management.
- Fostered a welcoming and friendly working environment.
- Work requests derived from customer meetings prior to closing 100% complete, 100% of the time before closing scheduling, guaranteeing no construction-related delays.
- Constructed purchase orders for vendors, detailing scope of work, materials and labor required, and payment amounts.
- Skillfully engaged with an array of departments within the organization to accomplish goals.

Ryan Homes/NVR Inc. - Tampa, Florida

Top 4 homebuilder in the United States, operating along the East coast and Midwest.

Project Manager

Dec. 2021 – Feb. 2023

- Excelled in and completed proprietary PM training program.
- Customer service specialist, who ameliorated buyer grievances, building a positive reputation amongst the community.
- Managed and controlled budgets for numerous projects.
- Tracked and submitted work completed for payment.
- Ensured cleanliness and order of all projects as well a community.
- Monitored legal compliance related to environmental protection and initiated any corrective actions as needed.
- Worked directly with contractors, engineers and internal departments to solve complex problems in the field.

Fox Sports/ The Walt Disney Company - The Woodlands, Texas

The World's largest media organization and Fortune 500 Company

Master Control Operator / On-Air Supervisor

June 2014 – Nov. 2021

- Built current day and next day playlists for pre-recorded programming.
- Studied broadcasts for legal compliance and quality control.
- Developed mitigation strategies for most efficient recovery in the case of broadcast issues.
- Documented playlist run schedules and any discrepancies which may have occurred within the broadcast.
- Trained new master control operators.
- Acute attention to detail allowed me to achieve a 3-year period of error-free broadcasting.
- Hired as Master Control Operator, promoted to On-Air Supervisor, managing eight Master Control Operators and reporting to upper management.