

KEY PERSONNEL RESUME TEMPLATE

STRAVIK Construction Group · Controlled Document

Document No.	Revision	Effective Date	Document Owner	Status
STV-HRM-FRM-007	00 (Initial Issue)	2026-10-24	[HR MANAGER]	Issued for review / pending approval

Management system alignment: This document is aligned with ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 requirements as applicable. STRAVIK Construction Group does not claim third-party certification to these standards. Florida Certified General Contractor License No. [FL LICENSE NO.]

REVISION HISTORY

Rev.	Date	Description of Change	Prepared By	Approved By
00	2026-10-24	Initial issue for STRAVIK Construction Group	[PREPARED BY]	Michael Gaya, President

INSTRUCTIONS

Complete one resume per key person proposed on a bid or prequalification. Keep to two pages. Include only verifiable facts; attach copies of licenses and certifications.

1. IDENTIFICATION

Field	Entry
Name	[NAME]
Proposed Role	[TITLE]
Years with STRAVIK / Total Years of Experience	[YEARS] / [YEARS]
Office Location	[LOCATION]

2. EDUCATION

Degree / Program	Institution	Year
[DEGREE]	[INSTITUTION]	[YEAR]

3. LICENSES & CERTIFICATIONS

License / Certification	Number	Issuer	Expiration
[CERTIFICATION]	[NUMBER]	[ISSUER]	[DATE]

4. PROFESSIONAL SUMMARY

[SUMMARY — 3 to 5 sentences describing relevant expertise]

5. RELEVANT PROJECT EXPERIENCE

Project	Owner / Location	Value	Role	Dates	Scope
[PROJECT NAME]	[OWNER] / [LOCATION]	[CONTRACT VALUE]	[ROLE]	[DATES]	[SCOPE]
[PROJECT NAME]	[OWNER] / [LOCATION]	[CONTRACT VALUE]	[ROLE]	[DATES]	[SCOPE]

6. EMPLOYMENT HISTORY

Employer	Title	Dates
[EMPLOYER]	[TITLE]	[DATES]

7. SAFETY & COMPLIANCE TRAINING

Training	Date Completed	Expiration
OSHA 10 / 30-Hour	[DATE]	[DATE]
First Aid / CPR	[DATE]	[DATE]
[OTHER TRAINING]	[DATE]	[DATE]

8. CERTIFICATION

I certify that the information above is accurate. Signature: _____ Date: _____

APPROVAL

Role	Name	Title	Signature	Date
Prepared By	[PREPARED BY]	[TITLE]		
Reviewed By	[QUALITY / HSE MANAGER]	[TITLE]		
Approved By	Michael Gaya	President		

This document is reviewed at least annually, or upon significant organizational, legal or operational change, and re-issued under document control per STV-GOV-POL-011.