Natalie Okafor

ROOFING PROJECT MANAGER

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SUMMARY

Roofing Project Manager with 9 years in commercial roofing, including 5 years of project management on reroof and new construction jobs worth $250,000 to $3 million across Tampa Bay. Runs budgeting, scheduling and change orders in Procore and keeps owners, contractors and crews aligned through clear communication. Holds a Florida roofing contractor license.

SKILLS

Project Management • Estimating • Budgeting • Scheduling • Change Orders • Procore • Bluebeam
Florida Building Code • Commercial Roofing Systems • Communication

EXPERIENCE

Roofing Project Manager 04/2021 - Present
Suncoast Roofing Group Tampa, FL

Commercial roofing contractor with $55M in annual revenue along Florida's Gulf Coast.

- Manage 15 to 20 active projects, delivering **$18 million** in roofing work in 2025 at a 21% gross margin.
- Assemble submittals, uplift calculations and permit packages to the Florida Building Code, with 98% approved on first review.
- Negotiate change orders with general contractors, recovering $640,000 in added scope last year.
- Hold weekly meetings with owners and foremen and track schedules in Procore, finishing 88% of jobs on time.

Assistant Project Manager 01/2020 - 03/2021
Gulfview Roofing & Sheet Metal Clearwater, FL

Commercial roofing and architectural sheet metal contractor.

- Tracked budgets, purchase orders and invoices on 30 projects worth $14 million in total.
- Scheduled 4 inspection types with county building departments for every awarded job.
- Coordinated crane, dumpster and material deliveries for 3 foremen working on occupied buildings.

Roofing Estimator 06/2017 - 12/2019
Bayshore Roofing Contractors St. Petersburg, FL

Commercial reroof contractor serving Pinellas and Hillsborough counties.

- Completed estimating for 180 commercial bids a year from Bluebeam takeoffs, winning 27% of bid volume.
- Priced commercial roofing systems from TPO to modified bitumen and metal using supplier quotes.
- Visited 40 sites a year to measure roofs and take core samples of existing assemblies.

EDUCATION

Bachelor of Science 05/2017
University of Florida Gainesville, FL
Construction Management

CERTIFICATES

Certified Roofing Contractor (CCC)
Florida Department of Business and Professional Regulation
09/2022

OSHA 30-Hour Construction Safety
OSHA Outreach Training Program
02/2021

Certified Associate in Project Management (CAPM)
Project Management Institute
11/2019