

# JESSICA CLAIRE

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## Website, Portfolio, Profiles

- [www.linkedin.com/in/vern-scott-Claire](http://www.linkedin.com/in/vern-scott-Claire)
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## Professional Summary

Project Manager \_\_\_\_\_  
Strategic residential and commercial development: Design & Execution Management leader with an enduring reputation for creative ideas to implementation Project Management cert. and experience Land use planning & design Due diligence specialist Urban Design & Landscape Architecture Environmental review Site & community development Civil (Preliminary) Design Engineering Real estate experienced Client representation Proven grant administration talents Historic preservation expertise Recognized leadership in development Award winning innovativeness Neighborhood enhancement Wetland Delineation Presentations to councils & boards Transportation analysis

## Accomplishments

- Presented with the [Award Name] Award for spurring more than [Number]% growth for [Number] consecutive months.
- Saved the company \$[Amount] over [Number] years by implementing a successful productivity improvement plan.
- Improved customer satisfaction ratings by [Number]% by [Action taken].
- Completed the [Project name] Project on time and \$[Amount] under budget.
- Documented and resolved [Issue] which led to [Results].
- Collaborated with team of [Number] in the development of [Project name].
- Used Microsoft Excel to develop inventory tracking spreadsheets.
- Achieved [Result] through effectively helping with [Task].
- Supervised team of [Number] staff members.

## Skills

- Workforce Scheduling
- Vendor Selection
- Subcontractor Relations
- Punch Lists
- Managing Revenue Projections
- Performance Improvement
- Managing Multiple Projects
- Cost Containment
- Materials Take-Offs
- Workforce Training
- Bid Reviewing
- Technical Presentations
- Timely Project Completion
- Systems Implementations
- Purchasing and Procurement
- Business Process Reengineering
- Project Development
- Multi-Unit Operations Management
- Project Deadlines
- Project Records
- Cross-Training Skills
- Acceptance Criteria
- Continuous Improvement Projects
- Submittal Preparation
- Leading Projects
- Microsoft PowerPoint
- Local and National Codes
- Increasing Savings
- Project Direction
- Timelines and Milestones
- Infrastructure Projects
- Scheduled Performances
- Site Visits
- Restoration Projects
- CAD Drawings
- Quality Deliverables
- RFP Responses
- Google Drive
- Social Perceptiveness
- Budgeting and Resource Management
- Skype
- LinkedIn

## Work History

### Project Manager – Experienced Urban Planner, Designer and Principal, 01/1986 to Current

Yale University – West Haven, CT

- Cost-effectively plan, design, and manage many environmentally responsible – sustainable residential and commercial projects
- Many being mixed use developments, casinos, retail stores, multifamily housing complexes, motels, professional offices, and dining establishments
- Most of these being focused on smart growth initiatives, sustainability, and quality of life enhancement
- Resolve numerous developments problems and net approximately 14% savings in development costs (i.e
- Successfully manage projects with “outstanding results” as a recent client recommends
- Collect, organize, and analyze USFWS vernal pool critical habitat, wetlands, open waters, and species data to determine project impacts
- Profitably delineated over 3500 acres of wetlands, interacted and frequently negotiated successfully with the Federal Army Corps of Engineers and RGUs over related matters
- Achieve a success rate of 92% for each projects’ success with details of financial and time sensitive matters
- Promote and coordinate the initiatives of communities and major industrial manufacturers in reuse, recycling of raw materials, facilities, and other resources
- Manage various tax increment financing and economic development activities many of which involve brownfield restoration endeavors of land and waters
- Day-to-Day administrative operations
- Mentor of university graduate students via ‘Zoom’, ‘Webex’ (and similar applications)
- Landscape - Urban Planner

### Professor of Landscape, 01/2001 to 01/2004

Michigan State University – City, STATE

- Instruction of graduate and undergraduate students in urban planning and landscape architecture many of which went on to highly successful careers or higher studies
- Creation of innovative techniques for cross-training students in planning and design
- Research – related to sustainability, place making initiatives, transportation systems and neighborhood development
- Preparation of graduating and master’s students in professional practice through national competition entries, literature reviews, leadership studies and mentorship initiatives

### Assistant Director, 01/2001 to 01/2003

Lansing Old Town Commercial Association – City, STATE

- Assisted in the raising of this community to a level of social significance
- Motivated staff persons in their endeavors to enhance community
- Established very popular artistic recycling event
- Directed 50 – 100 volunteers in landscape architecture - historic preservation (restoration – recycling), social activities, economic development, and sustainability initiatives
- counseled numerous entrepreneurs in the establishment of successful new businesses

## Education

### Project Management Certification: Urban Design

Takoda Institute OIC - Minneapolis, MN

### Master of Arts: Urban Design, 06/2024

University of Michigan - Ann Arbor, MI

### Bachelors

Wayne State University - Detroit, MI

### Economic Development Practitioner Certification: Urban Planning

University of Minnesota, Minneapolis, University of Michigan - St. Paul, Ann Arbor, MN, MI