

Jessica Claire

📍 100 Montgomery St. 10th Floor 📞 (555) 432-1000 ✉️ resumesample@example.com

PROFESSIONAL SUMMARY

Hardworking Project Manager offering more than 20 years of leadership experience working with Construction Management, Community Engagement and Policy and Procedure teams on multiple trade projects. Successful at building and maintaining open communication between team members, clients and leadership. Quality-driven and proactive with advanced understanding of contract compliance, community advocacy and construction administration.

SKILLS

- Special Projects Manager
- Contract Compliance
- Manage Non-Profit Organization
- Evaluate Bid Proposals
- Budget Preparation and Monitoring
- Research/Analytical Data
- Manage Timeline and Deliverables
- Resource Evaluation
- Cultural Awareness
- MS Office
- Working with Consultants

WORK HISTORY

CONSULTANT 04/2016 to 11/2022

Livingston International | El Segundo, CA

- Provided Program Management multi-functional tasks in Small Business Development Department.
- Generated over 10 weekly reports detailing findings and recommendations.
- Collected, arranged and input information into database system.
- Developed and updated tracking spreadsheets for process monitoring and reporting.
- Conceptualized, planned and executed 20 yearly community engagement activities.
- Prepared presentations to explain revisions, enhancements and process improvements of organization's systems and programs.
- Performed analytical reporting summarizing overall minority-owned small business participation.
- Collaborated with teams to define, strategize and implement advocacy strategies.
- Ensured Federal DOT policies were implemented by Authority's regulations.

SFOPROGRAM COORDINATOR 06/2014 to 01/2016

Rutgers University | New Brunswick, NJ

- Implemented City Government's local economic plan for Venue projects.
- Develop reporting platforms from City's compliance monitor platform.
- Monitored financial status of projects and provided financial analysis.
- Coordinated 5 monthly community events as informational tool for minority-owned local businesses.
- Created ad-hoc reports for financial performances of construction projects.
- Gathered and organized printed materials required for program participation.
- Provided ongoing direction and leadership for program operations.
- Scheduled and supervised staff meetings to discuss new ideas and update participants on program details and milestones.

SFOCIAL PROJECTS, COMPLIANCE MONITOR OFFICER 06/2012 to 06/2014

Iconma, L.L.C. | Wilmington, NC

- Gathered, organized and evaluated data to make accurate assessments of current operations.
- Reviewed over 100 contracts for compliance and privacy-related issues.
- Assisted in managing contract execution, change orders and RFI submittals to construction program manager.
- Prepared preliminary annual operating expenditure budget and manpower reports.
- Identified potential areas of compliance vulnerability and risk to develop and implement corrective action plans.
- Wrote and presented reports outlining findings and recommendations from compliance audits.

PFOGRAM COORDINATOR 04/2000 to 04/2012

Atkins N. A. (FKA) PBS&J, Inc, Aviation Business Development | City, STATE

- Prepared and submitted 10 monthly and annual project budget.
- Reviewed and analyzed profit and loss statements.
- Tracked project and overhead budget for monthly analytical reporting.
- Supported Vice President and Division Manager within company's construction projects and business development.
- Researched and track Capital Improvement Plans (CIP) for strategic planning.
- Prepared logistic client functions, company events, including regional and national conferences.
- Assisted with project initiation, close-out, including identifying potential adverse trends based on review of project financial data.
- Assist in preparation of marketing brochures and project write-ups for proposals upon requests.

EDUCATION

Master of Science | Public Administration and Nonprofit Management 12/2023

University of Central Florida, Orlando

Bachelor of Science | International Business And Latin American Politics 07/2012

University of Central Florida, Orlando, FL

SKILLS

- Special Projects Manager
- Contract Compliance
- Manage Non-Profit Organization
- Evaluate Bid Proposals
- Budget Preparation and Monitoring
- Research/Analytical Data
- Manage Timeline and Deliverables
- Resource Evaluation
- Cultural Awareness
- MS Office
- Working with Consultants

WORK HISTORY

CONSULTANT 04/2016 to 11/2022

Greater Orlando Aviation Authority, GOAA | Orlando, FL

- Provided Program Management multi-functional tasks in Small Business Development Department.
- Generated over 10 weekly reports detailing findings and recommendations.
- Collected, arranged and input information into database system.
- Developed and updated tracking spreadsheets for process monitoring and reporting.
- Conceptualized, planned and executed 20 yearly community engagement activities.
- Prepared presentations to explain revisions, enhancements and process improvements of organization's systems and programs.
- Performed analytical reporting summarizing overall minority-owned small business participation.
- Collaborated with teams to define, strategize and implement advocacy strategies.
- Ensured Federal DOT policies were implemented by Authority's regulations.

SFOPROGRAM COORDINATOR 06/2014 to 01/2016

City Of Orlando BLUEPRINT/Venues Projects | Orlando, FL

- Implemented City Government's local economic plan for Venue projects.
- Develop reporting platforms from City's compliance monitor platform.
- Monitored financial status of projects and provided financial analysis.
- Coordinated 5 monthly community events as informational tool for minority-owned local businesses.
- Created ad-hoc reports for financial performances of construction projects.
- Gathered and organized printed materials required for program participation.
- Provided ongoing direction and leadership for program operations.
- Scheduled and supervised staff meetings to discuss new ideas and update participants on program details and milestones.

SFOCIAL PROJECTS, COMPLIANCE MONITOR OFFICER 06/2012 to 06/2014

Cost Management, Inc Dr. Phillips Center | Orlando, FL

- Gathered, organized and evaluated data to make accurate assessments of current operations.
- Reviewed over 100 contracts for compliance and privacy-related issues.
- Assisted in managing contract execution, change orders and RFI submittals to construction program manager.
- Prepared preliminary annual operating expenditure budget and manpower reports.
- Identified potential areas of compliance vulnerability and risk to develop and implement corrective action plans.
- Wrote and presented reports outlining findings and recommendations from compliance audits.

PFOGRAM COORDINATOR 04/2000 to 04/2012

Atkins N. A. (FKA) PBS&J, Inc, Aviation Business Development | Orlando, FL

- Prepared and submitted 10 monthly and annual project budget.
- Reviewed and analyzed profit and loss statements.
- Tracked project and overhead budget for monthly analytical reporting.
- Supported Vice President and Division Manager within company's construction projects and business development.
- Researched and track Capital Improvement Plans (CIP) for strategic planning.
- Prepared logistic client functions, company events, including regional and national conferences.
- Assisted with project initiation, close-out, including identifying potential adverse trends based on review of project financial data.
- Assist in preparation of marketing brochures and project write-ups for proposals upon requests.