

JESSICA CLAIRE

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SUMMARY

Building Design and Construction Manager Extensive management leadership in successful operations, devising strategies to measurably improve corporate profit. Adept at acquiring, developing and managing building construction projects across a wide range of project types. Expertise in executing the Work while managing staff and accounting. Key skills include Business Development, Building Construction, Estimating, Scheduling, Contracts and Negotiations, Building Design and Project Management.

HIGHLIGHTS

- Guest services
- Inventory control procedures
- Merchandising expertise
- Loss prevention
- Cash register operations
- Product promotions

ACCOMPLISHMENTS

EXPERIENCE

Consultant, 01/1996 - Present

Allstate – Elmhurst, IL

- Expanded new business opportunities in Texas for Program Management firm.
- Developed contacts with Owners and Architects to develop relationships and solicit project possibilities.
- Provided Project Management and Cost Consulting Services to Owners and Architects on major Higher Education, K-12, and Healthcare Projects.
- Worked with Contractors and Construction Managers to reconcile Estimates, Schedules and Scope Changes.
- Advised Owners, Developers, and Lending Institutions in contracting with Architects, Engineers, Constructors and Subcontractors.
- Project involvement includes design and construction of educational, healthcare, apartment complexes, retail, hotels, office, and religious facilities.
- Range of project construction costs to \$250 million.
- Identified numerous oversights and construction error on major Austin hotel project.
- As a fast-tracked scheduled project, a firm opening date of the hotel was necessary for convention bookings.
- Advised Owner on needed corrective measures, realistic costs/ schedules and worked with developer to implement solutions.
- Secured design/build projects for Clients with a satisfaction and being hired for their next projects without any competition.
- This was affected by thorough cost estimating, scheduling, great project management staff involvement providing up-front information to the client during the process.
- Worked with State of Texas Emergency Management on Disaster Relief to coordinate Applicants' efforts with FEMA.
- Developed matrix to manage information regarding status of all Non-Profit Organizations.
- Advised Applicants on solutions for corrective measures and how to implement them.

Principal, 01/1986 - 01/2001

Amphitheater Public Schools – Tucson, AZ

- Developed new business.
- Procured Design/Build, Competitive Bid, and Negotiated projects.
- Recruited all office and project staff.
- Managed all estimating, scheduling and operations of projects including healthcare, educational, retail, offices, religious, and technology facilities.
- Formulated proposal presentation, contracted with architectural/engineering firm to design/build major project and developed a joint venture partnership to perform the Construction.
- Client subsequently had firm build two additional facilities in State.

Principal, 01/1986 - 01/2006

Amphitheater Public Schools – Tucson, AZ

- Founded a new Architectural firm to address projects for Clients.
- Performed numerous projects as design/build contracts.
- Designed, documented and developed new projects.
- Contracted Engineering support for documentation.
- Projects included educational, healthcare, retail, offices, research and technology, and religious facilities.
- Designed and documented multiple industry projects for repeat Clients.

Branch Office Manager / Business Development Manager, 01/1984 - 01/1986

Robert E. McKee – City, STATE

- Launched branch office of major Construction Firm.
- Developed new business contacts, and in working with existing clients, expanded additional work on several projects as scope changed in business process.

EDUCATION

Architecture, 1965

University of Houston - Houston, TX

Architecture

Post-graduate studies in City Planning, University of Houston (Houston, TX) Architect, State of Texas License #6624 Texas Residential Construction Commission Registration #41143

PROFESSIONAL AFFILIATIONS

American Institute of Architects City of Rollingwood, Texas - Planning & Zoning Commission 1986-1989, Utility Commission 2009-2012, Chairman 2012 Tarrytown UMC, Co-Chair Building Committee 2001-2004, Board of Trustees 2004, Chairman 2005 Volunteer Healthcare Clinic, Board of Directors, 2012-Present

SKILLS

Architect, business process, Competitive, Consulting, contracts, Client, Clients, design and construction, documentation, Engineering support, estimating, fast, office, next, developer, Profit, Program Management, Project Management, proposal, research, retail, scheduling