

Jessica Claire

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PROFESSIONAL SUMMARY	<p>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.</p>
SKILLS	<ul style="list-style-type: none">• 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	<p>CONSULTANT 04/2016 to 11/2022</p> <p>Livingston International El Segundo, CA</p> <ul style="list-style-type: none">• 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. <p>PROGRAM COORDINATOR 06/2014 to 01/2016</p> <p>Rutgers University New Brunswick, NJ</p> <ul style="list-style-type: none">• 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. <p>SOCIAL PROJECTS, COMPLIANCE MONITOR OFFICER 06/2012 to 06/2014</p> <p>Iconma, L.L.C. Wilmington, NC</p> <ul style="list-style-type: none">• 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. <p>PROGRAM COORDINATOR 04/2000 to 04/2012</p> <p>Atkins N. A. (FKA) PBS&J, Inc, Aviation Business Development City, STATE</p> <ul style="list-style-type: none">• 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. <p>EDUCATION</p> <p>Master of Science Public Administration and Nonprofit Management 12/2023</p> <p>University of Central Florida, Orlando</p> <p>Bachelor of Science International Business And Latin American Politics 07/2012</p> <p>University of Central Florida, Orlando, FL</p> <p>SKILLS</p> <ul style="list-style-type: none">• 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 <p>WORK HISTORY</p> <p>CONSULTANT 04/2016 to 11/2022</p> <p>Greater Orlando Aviation Authority, GOAA Orlando, FL</p> <ul style="list-style-type: none">• 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. <p>PROGRAM COORDINATOR 06/2014 to 01/2016</p> <p>City Of Orlando BLUEPRINT/Venues Projects Orlando, FL</p> <ul style="list-style-type: none">• 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. <p>SOCIAL PROJECTS, COMPLIANCE MONITOR OFFICER 06/2012 to 06/2014</p> <p>Cost Management, Inc Dr. Phillips Center Orlando, FL</p> <ul style="list-style-type: none">• 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. <p>PROGRAM COORDINATOR 04/2000 to 04/2012</p> <p>Atkins N. A. (FKA) PBS&J, Inc, Aviation Business Development Orlando, FL</p> <ul style="list-style-type: none">• 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.