

Jessica Claire

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PROFESSIONAL SUMMARY

Experienced professional with 10+ years experience in Project Management with a background in Real Estate, Residential, Commercial, Civil, Contract Management, project Coordination, Procurement, Business development and other facets of the Construction industry. Demonstrated verifiable success leading multi-million dollar organizations through start-up, revitalization, and accelerated growth. Solutions-driven, decisive and results-oriented with outstanding negotiation and crisis management skills. Seeking an opportunity to leverage leadership, management, and business development skills to become a top-level construction manager.

SKILLS

- Project Management
- Budget & Finances
- Personnel Acquisition & Training
- Team Management
- Customer Relations
- Site Management
- New Business Development
- Value Engineering
- Procurement
- Oral and written communication
- Business writing

WORK HISTORY

CONSTRUCTION MANAGEMENT- ASSISTANT

01/2017 to CURRENT

Enterprise Bank | Cedar Hill, MO

- Assisted in supervision of all on-site construction which included scheduling of sub-contractors, ordering materials, obtaining permits, resolving problems at job site, and inspecting construction work to ensure compliance with plans and specifications
- Assisted with Performed tests on aggregate production, asphalt mix, and ready-mix concrete
- Assisted with inspections on newly built lift stations and city pavement work
- Analyzed and orchestrated Bids on new city civil projects worth \$20,000,000
- Actively sought out potential upcoming bids for submission
- Attended pre-bid meetings
- On-boarded subcontractors
- Led weekly production and operations sub- contractor meetings, facilitating stronger communication and helping to resolve critical issues
- Assisted vice president of production in review, approval and archiving of all closeout documents
- Obtained building and specialty permits from local jurisdictional agencies
- Monitored subcontractor operations and applied effective time, resource and money management strategies to delivery under-budget project completion. Decreased budget by 23%

CONSTRUCTION PROJECT COORDINATOR

05/2014 to 01/2017

Echelon Construction | El Paso, TX

- Performed detailed cost estimation and budgeting using on-screen takeoff software
- Decreased procurement and vendor expenses by 30%
- Assisted with resource allocation: Subcontractors, machine and material to various projects
- Worked on submittals, Request for Information (RFIs), purchase orders and increased effectiveness of bidding processes by reviewing contractor scopes and material takeoffs averaging \$30,000,000
- Assisted project managers and design team with submittals, specifications, packages, and document control, On commercial and civil projects averaging \$13,000,000
- Formulated complete project plans and coordinated engineering, design and shop drawing efforts with Autocad and Bluebeam software
- Coordinated presentations for customers and project members detailing project scope, progress, and results, keeping all entities well-informed of milestones and goals of project
- Organized and tracked tasks between disciplines and produce project reports
- Used QuickBooks to produce monthly invoices, reports, and other deliverables

CONSTRUCTION BUSINESS DEVELOPER

06/2007 to 08/2014

The Wooten Group, LLC | City, STATE

- Planned marketing initiatives and leveraged referral networks to promote business development
- Planned over 50 quarterly networking events to strengthen brand initiatives and maximize outreach. Able to obtain 300 people in attendance
- Rewrote and updated scripts and selling procedures to decrease downtime and increase sales by 70%
- Assisted with proposal writing with project ranging from \$250,000-\$10,000,000
- Responsible for cultivating relationships with developers, investors, REIT accounts

EDUCATION

Bachelor of Arts | Business Administration And Management

College of Southern Nevada, Las Vegas, NV

Certificate | Construction Management

2019

Turner Construction Management Program, Houston, TX

Certificate | LEED Certification

2019

Kirksey Architecture, Houston, TX

Certificate | Real Estate

2018

Champions, Houston, TX

Project Management Coursework

2020

Houston Community College, Houston, TX

OsCa 30

2019

Associate General Contractors , Houston, TX

Construction Management Technology

2020

Houston Community College, Houston, TX

AFFILIATIONS

- Women's Chamber of Commerce of Houston
- ABC (Associated Builders & Contractors)
- AGC (Associated General Contractors of America)

SKILLS

- Project Management
- Budget & Finances
- Personnel Acquisition & Training
- Team Management
- Customer Relations
- Site Management
- New Business Development
- Value Engineering
- Procurement
- Oral and written communication
- Business writing

WORK HISTORY

CONSTRUCTION MANAGEMENT- ASSISTANT

01/2017 to CURRENT

Middleton- Brown, LLC | Houston, Texas

- Assisted in supervision of all on-site construction which included scheduling of sub-contractors, ordering materials, obtaining permits, resolving problems at job site, and inspecting construction work to ensure compliance with plans and specifications
- Assisted with Performed tests on aggregate production, asphalt mix, and ready-mix concrete
- Assisted with inspections on newly built lift stations and city pavement work
- Analyzed and orchestrated Bids on new city civil projects worth \$20,000,000
- Actively sought out potential upcoming bids for submission
- Attended pre-bid meetings
- On-boarded subcontractors
- Led weekly production and operations sub- contractor meetings, facilitating stronger communication and helping to resolve critical issues
- Assisted vice president of production in review, approval and archiving of all closeout documents
- Obtained building and specialty permits from local jurisdictional agencies
- Monitored subcontractor operations and applied effective time, resource and money management strategies to delivery under-budget project completion. Decreased budget by 23%

CONSTRUCTION PROJECT COORDINATOR

05/2014 to 01/2017

Roman Towers, INC | Houston, Texas

- Performed detailed cost estimation and budgeting using on-screen takeoff software
- Decreased procurement and vendor expenses by 30%
- Assisted with resource allocation: Subcontractors, machine and material to various projects
- Worked on submittals, Request for Information (RFIs), purchase orders and increased effectiveness of bidding processes by reviewing contractor scopes and material takeoffs averaging \$30,000,000
- Assisted project managers and design team with submittals, specifications, packages, and document control, On commercial and civil projects averaging \$13,000,000
- Formulated complete project plans and coordinated engineering, design and shop drawing efforts with Autocad and Bluebeam software
- Coordinated presentations for customers and project members detailing project scope, progress, and results, keeping all entities well-informed of milestones and goals of project
- Organized and tracked tasks between disciplines and produce project reports
- Used QuickBooks to produce monthly invoices, reports, and other deliverables

CONSTRUCTION BUSINESS DEVELOPER

06/2007 to 08/2014

The Wooten Group, LLC | Largo, Maryland

- Planned marketing initiatives and leveraged referral networks to promote business development
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