

JACOB MEALS

11915 57TH Dr SE, Snohomish WA, 98296 | 206-306-3653 | Jacob.meals@outlook.com

PROFESSIONAL SUMMARY

More than ten years of supervisory and management experience. Detail-oriented with excellent project management and team leadership skills. Outstanding desire for customer care and follow up to ensure customer satisfaction.

SKILLS & ABILITIES

Team Leader
Strong Work Ethic

Project Management
Communication

Budgeting
Tech Savy

Training and Development
Innovative

EXPERIENCE

Nov 2018 – current Project Manager | Westhill Inc

- Oversee all aspects of construction on multiple projects
- Develop schedules to complete projects within allotted time
- Closely monitors budget during all phases of construction
- Schedule subcontractors and provide oversight on all work performed to ensure it meets company standards
- Order all materials needed to complete projects
- Work with city inspectors to ensure the construction complies with local building codes
- Communicate with clients on a daily basis about project status and job satisfaction
- Conduct finish work including installing cabinets, doors, windows, painting, and trim

Aug – Nov 2018 Drywall Crew | Sage Water

- Assisted in the complete replacement of copper pipe to Pex at a 200+ unit apartment complex
- Replaced, patched, textured, and painted all drywall to meet company standards
- Finished all work within daily schedules

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Aug 2001 – Aug 2012 Intelligence Operations | Air Force

- Managed 480 hrs of instruction to include training material, testing, and documentation for 180+ students
- Taught 3K hrs of instruction with 98% success rate
- Directly supervised, trained, and evaluated up to 6 personnel and oversaw the student training they conducted
- Responsible for training programs and documentation for 60+ pilots
- Managed unit security programs, initiated and validated security clearances and reinvestigations to ensure unit complied with directives
- Provided intelligence analysis to leadership
- Wrote and disseminated intelligence reports and briefings to leadership

EDUCATION

AAS Communication | Community College of the Air Force

AAS Teaching Technology | Community College of the Air Force