

Joseph S. Ortega

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EDUCATION

THE UNIVERSITY OF DENVER-DANIELS COLLEGE OF BUSINESS, DENVER, CO

FRANKLIN L. BURNS SCHOOL OF REAL ESTATE AND CONSTRUCTION MANAGEMENT - GPA 3.50

Fall 2019

Bachelor of Science Business Administration- Real Estate Development and Construction Management

RELEVANT SKILLS/ACCOLADES

- Autodesk suite software experienced
- J.D. Edwards EnterpriseOne (E1) software
- Bluebeam software experience
- CMiC Project Management Software/Microsoft Office Specialist: Excel, PowerPoint, and Word
- Bilingual (Fluent: English and Spanish)
- Non-profit board member- The Perfect Peace Project (Poverty Alleviation)
- Published Article: Colorado Real Estate Journal
- OSHA 10 Certified
- Google: Technical Support Fundamentals certificate

EXPERIENCE

LOKAL HOMES

09/2021 – 03/2022

Denver, CO

Land Development Specialist/Construction Management

- Reviewed site plans for accuracy during underground utilities placement
- Coordinated efforts with city/county inspectors, and vertical construction teams to maintain scheduled construction efforts
- Managed asphalt, concrete, soil engineers, field crew schedules for horizontal real estate developments
- Completed city (HOA) punch list items for construction bond releases

RICHMOND AMERICAN HOMES (MDC HOLDINGS)

11/2020 – 02/2021

Denver, CO

Options Specialist/Data Analyst

- Updated and maintained data on J.D. Edwards EnterpriseOne (E1) software for California market.
- Communicated goals and objectives with California sales and home gallery teams through detailed communication.
- Accurately updated new home build options and maintained profitable margins through data analysis and reports.
- Extensive use of E1 software to create a vast array of templates and community builds for team use.
- Updated and Maintained PlayerLync software for sales, marketing, and field use.

OAKWOOD HOMES

03/2020 – 05/2020*

Denver, CO

Builder I/Construction Management

- Facilitated and supervised trade-partners for compliance with architectural plans of custom home builds
- Managed installation dates, times, and product installs with trade-partners on homes
- Conducted close out process with clients and trade-partners (financial and contractual)
- Utilized custom software to track safety, performance, losses, and general performance forecasting.

SAUNDERS CONSTRUCTION INC.

08/2019 – 12/2019

Denver, CO

Project Engineer Intern/Construction Management

- Effectively distribute time-sensitive documentation to subcontractors, team, and owner representatives
- Create and effectively communicate RFI's, bulletins, field drawings, office drawings, and as-builts
- Conducted extensive research to provide successful submittal processes which led to 95% total submittal completion
- Led close-out process for owner record (Operation, Maintenance, Warranty, Owner Stock, Owner Training, etc.)
- Managed implementation of a 360 degree image program for time lapse, liability and record keeping functions