

JESSICA CLAIRE

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Summary

Construction Manager / On - Site Project Manager

Project Manager versed in all aspects of project and personnel management. Results-oriented and high-energy professional with a talent for leading by example and inspiring peak performance.

History in turning "problematic" subdivisions into profitable projects through delivery of cost savings solutions and alternative scheduling techniques that allowed for more even flow of construction.

Decisive, results oriented building professional offering 18+ years of experience in the construction industry with the last 10 years focused on project management. Offering a range of talents in scheduling/ expediting, customer service, sales, purchasing, estimating, land development, construction techniques and safety. Driven by new challenges and desire to be successful in all endeavors. Excel in fast paced settings that require multi tasking to complete complex tasks.

Summary of Qualifications

- Concrete estimation
- Permit processing
- Baseline schedules creation
- Site safety coordinator
- Safe job site set-up
- Building codes and regulations
- Blueprint fluency
- Power and hand tool operation
- Residential construction specialist
- Multi Family construction specialist
- MS Office proficient
- Organized and detail-oriented
- Project budgeting
- Cost control
- Budgeting and forecasting
- Customer relations specialist
- Process improvement
- Multi-unit operations management
- Risk management
- Vendor sourcing
- Quality assurance and control
- Certified Purchasing Manager (CPM)
- Purchasing and procurement
- Unsurpassed work ethic
- Results-oriented
- Cost reduction and containment
- Contract management
- Microsoft Office Suite expert
- Productivity improvement
- Work flow planning

Accomplishments

2000 - 2008 Centex Homes

- * Mansfield Farms - Suffolk Virginia - 150 Home Subdivision
- * Mallory Square - Chesapeake Virginia - 25 Home Subdivision
- * Braddock Landing - Chesapeake Virginia - 55 Home Subdivision
- * Orchards at Glenwood - Virginia Beach - 61 Home Subdivision
- * Courthouse Springs - Gloucester Virginia - 32 Home Subdivision
- * Courthouse Square - Gloucester Virginia - 86 Home Subdivision
- * Eagle Lake - Chesapeake Virginia - 99 Home Subdivision

2008 - 2011 Eagle Construction www.eagleofva.com

- * Eagle Pointe - Chesapeake Virginia - 170 Homes Subdivision

2011 - 2015 Breeden Construction LLC www.thebreedencompany.com/

- * Cambria at Cornerstone Phase 1 - 276 Unit Luxury Apartment Community
- * Cambria at Cornerstone Phase 2 - 180 Unit Luxury Apartment Community
- * Red Knot at Edinburgh - 438 Unit Luxury Apartment Community
- * Aqua at 25th Street - 147 Unit Luxury Apartment Community (Current Project)

Experience

Senior Construction Manager, 11/2011 to 06/2015

Snc Lavalin - Overland Park, KS,

- Hired to oversee construction of an Award Winning Luxury Apartment Community in the Town Center area of Virginia Beach.
- Managed site from the clearing stages of Land Development through completion of the project in early 2013.

- The site consisted of 24 buildings (480 units), 2 fitness centers, a clubhouse, 2 pools and several ground breaking amenities.
- Currently working on third project in four years with Breeden Construction LLC
- Carefully coordinated plans and specs using marketing programming standards.
- Facilitated processing of RFIs, submittals and samples among the general contractor, the owner and the owner's consultants.
- Educated general contractor personnel on the quality standards throughout the construction process.
- Trained the community service manager on turnover procedures, quality standards and project-specific systems orientation.
- Submitted all project closeout documents in accordance with the contract.
- Monitored the safety of all construction activities, making on-site personnel safety the top priority.

Senior Construction Manager, 2008 to 11/2011

Snc Lavalin - Pontevedra, FL,

- Managed construction of an active adult community in Chesapeake Virginia.
- Responsible for managing 4 superintendents while development was under construction.
- Reviewed time lines and project schedules and adjusted based on production.
- Responsible for construction budgets, change orders, payroll and subcontractor fund allocations.
- Contract review and negotiations with subcontractors.
- Site / Land Development management during golf course alteration for new home construction.
- Drafted action plans and led meetings with department executives to review project status and proposed changes.
- Delivered status reports to stakeholders for budgeting and planning purposes.
- Collaborated with cross-functional teams to draft project schedules and plans.

Senior Project Manager, 03/2000 to 2008

Olsson Associates - Indianapolis, IN,

- Recruited to company by Division President for the purpose of turning around projects that were behind schedule and over budget.
- Personally revamped schedules to make up for production failures and created an even flow system that allowed for more streamlined construction procedures.
- Managed multiple construction projects in Hampton Roads from Land Development to community completion.
- Homes were move in ready on average two weeks prior to closing and were always at or under budget.
- Served as the single point of contact for project scheduling and changes.

Construction / Warranty Manager, 1998 to 2000

Dragas Homes - City, STATE,

- Oversee construction of a multi-million dollar custom home subdivision in Virginia Beach.
- Responsibilities included: Scheduling contractors, budget management, quality control, purchase orders, customer service and payment to tradesmen after completion of work.

Education

BA: Business Administration, 1998

Old Dominion University - Norfolk, VA

GPA:

Business Administration

High School Diploma: , 1993

First Colonial High School - Virginia Beach, VA

GPA:

Honors Graduate

Certifications

- CFC Certification
- Certified Lead Renovator
- Storm Water Pollution Prevention
- IICRC Certification
- HVAC 1 & 2 (AES NORFOLK)
- CPR & First Aid RLD Certification
- OSHA 30

Awards and Recognition

- Manage construction of 2 showcase home in Homearama for Dragas Homes, 2000.

- Participated in the construction of Two Habitat for Humanity homes in Portsmouth, Virginia with Centex Homes, 2005.
- J.D Power and Associates award winner for customer service, new home construction 2006.
- Assist Sales and Marketing departments capture sales to be #1 in the Nation two consecutive years in the Hampton Roads Division of Centex Homes 2006 & 2007.
- Successfully managed the construction of over 500 homes while never missing a projected closing date and finishing homes at or under budget.

Technical Expertise

- Construction Project Management
- Project Planning and Execution
- Purchasing and Estimating
- Blueprint Revisions
- Budget Management
- Materials Management
- Trade Partner, Subcontractor and Customer Relations
- Microsoft Office
- Microsoft Project
- AutoCAD
- SAP Construction Management Software