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# JESSICA CLAIRE

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## PROFESSIONAL SUMMARY

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A full-time position as an Assistant Director of the Public Works and Water Resources Department, which incorporates strategic project planning and delivery, organizational management and leadership, and the vital skill set to administer personnel, capital, policy, and regulation to successfully execute department operations. I am seeking an opportunity to deliver long-term feasible solutions to meet public demand, promote efficient and effective use of the City's resources and infrastructure, and provide un-surpassing community service while leading and empowering the public works staff to enhance the quality of life for the City residents of Rocky Mount.

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## CORE QUALIFICATIONS

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- BIM360
- Oracle Primavera Expedition
- ICE MCÂ²
- On-Screen Takeoff
- ECMS, Project Collaborator by Computer Guidance
- Oracle Primavera P6
- Windows Office XP Suite
- organizational memberships

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## EXPERIENCE

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**Pre-construction Manager**, 07/2012 - Current

**Brightview Landscapes, Llc** â€™ Chantilly, VA,

- Assist executive management team with market studies, strategic planning, and client relations Assist department Director and Vice President with procedures, resource allocation, and volume forecasting Management of existing Corporate client relations while selectively pursuing new clients for business development Concurrently manage and deliver an array large construction projects of public and private contracts Responsible for retaining an annual revenue of \$60-\$75M and securing \$60-\$75M for the next fiscal year Develop strategic project management plan(s) based on type of construction, market sector, delivery method, etc.
- Communicate and oversee assignments of departmental resources based on specific project demands Employ an integrative approach with key designers, design-assist partners, consultants, and subcontractors Support design team (A/E) with evaluating and selecting most efficient and economical construction systems Develop and manage conceptual, schematic, and final construction estimates during each specific design phase Perform feasibility studies, value engineering, life-cycle cost analysis, and material/system research for practical decisions Preserve project budgets without jeopardizing programs Understand and apply contractual terms, general statutes, code regulations, NC SCO guidelines, etc.
- Lead presentations for Owners, lenders, municipalities, MWBE outreaches, etc.
- Coordinate design standards, plan reviews, code compliance, and inspections, with the NC State Construction Office, governing authorities, municipalities, regulatory and permitting agencies Establish and implement design and construction schedules Conduct technical constructability reviews and logistic studies and provide resolutions to any potential issues Engage and assist virtual modeling (BIM) resources during design to identify design clashes via 3D model coordination to avoid schedule delays and cost implications in the field Finalize and execute contract agreements with Owners and design/build partners, associates, & consultants Draft scopes of work, subcontract agreements, and procurement packages for operations team Solicit, receive, accept, and reconcile trade bids Facilitate seamless transitions from preconstruction to operations at project "hand-over" Support project managers in the development of bid manuals, HUB outreaches, and bid packaging Promote efficient and sustainable design features and encourage an environmental awareness during the preconstruction.

**Project Manager**, 01/2010 - 07/2011

**Conduent Incorporated** â€™ Fort Myers, FL,

- Serve as the primary liaison to the Client, Architect, Engineers, during the construction phase of each project Prepare strategic planning for project operations team Developed bid manuals and scopes of work for private and public projects Complete constructability reviews, cost engineering, contract negotiations Generate and execute project specific CPM schedules to guarantee timely completions Accountable for

monitoring and maintaining overall project budget, schedule, and client relations Responsible for project accounting, cost control, contract management, cash position, cash-flow, and forecasting Prepare and certify payment applications Execute subcontract agreements, enforce terms and conditions, provide risk management, change management, material procurement, and project expenditures Engineer logistic plans, safety plans, waste management plans, phasing plans, and commissioning plans to meet the characteristics and requirements of each project Assist Project Superintendent with site logistics, quality control, quality assurance, safety enforcement, deliveries, trade scheduling, manpower forecasting, construction document compliance, LEED compliance, and field personnel Provide executive management team quarterly accounting reports and profit projections Organize, review, and manage the process of project submittals, shop drawings, LEED documentation, RFI's, etc.

- Review, reconcile, and approve change orders, subcontractor billings, purchase orders, etc Oversee the training of Owner personnel, project closeout, punch lists, equipment commissioning, etc.

**Project Engineer**, 01/2008 - 01/2010

**Drs Technologies** â€” Beaver Creek, OH,

- Assistant to Project Manager and resource to Project Superintendent Prepared plan interpretations, trade coordination and activities, and technical reports Accountable for day to day planning, project management, resource forecasting, and subcontractor communications Assisted the project manager in developing bid manuals and scopes of work Responsible for construction document compliance, field quality control, and safety enforcement Reviewed, approved, and coordinated project submittals and shop drawings Issued and managed RFI's, resolutions, and responses for document and/or field issues Updated the overall project schedule and prepared recovery schedules for subcontractors Supported project manager with contract and cost management.

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## EDUCATION

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**Master of Business Administration**: Project Management, 12 2016

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**Fayetteville State University** - ,

GPA: GPA: 4.0

Project Management GPA: 4.0

**Bachelor of Science**: Construction Management, 12 2009

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**East Carolina University** - ,

GPA: Summa Cum Laude 2009 Outstanding Senior Award 2008-2009 Scholarship Recipient, Professional Construction Estimators Association GPA: 4.0

Construction Management Summa Cum Laude 2009 Outstanding Senior Award 2008-2009 Scholarship Recipient, Professional Construction Estimators Association GPA: 4.0

**Green Building Certification Institute, LEED® Accredited Professional American Institute of Constructors, Associate Constructor U.S. Department of Labor, Occupational Safety & Health Administration, 30-Hour Course Completion**: ,

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GPA:

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## PROFESSIONAL AFFILIATIONS

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## INTERESTS

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Advisory Board, ECU Construction Management Department U.S. Green Building Council (USGBC), Barnhill Contracting Company (January 2008 - Present) The Associated General Contractors of America (AGC), Barnhill Contracting Company (January 2008 - Present) Sigma Lambda Chi - International Honors Society (SLC), East Carolina University (August 2007 - December 2008) East Carolina Construction Association (ECCA), East Carolina University (January 2007 - December 2008 ) 2

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## SKILLS

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3D, accounting, approach, Architect, billings, budgets, budget, business development, cash-flow, change management, contract management, contract negotiations, contracts, cost analysis, cost control, Client, clients, client relations, delivery, documentation, Engineer, executive management, feasibility studies, features, forecasting, HUB, logistics, Director, market, Windows Office, Office, modeling, next, Oracle, organizational, packaging, personnel, presentations, Primavera, procurement, profit, project management, quality assurance, quality control, research, RFI, risk management, Safety, scheduling, SCO, strategic, strategic planning, type

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## ADDITIONAL INFORMATION

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- Advisory Board, ECU Construction Management Department U.S. Green Building Council (USGBC),

Barnhill Contracting Company (January 2008 - Present) The Associated General Contractors of America (AGC), Barnhill Contracting Company (January 2008 - Present) Sigma Lambda Chi - International Honors Society (SLC), East Carolina University (August 2007 - December 2008) East Carolina Construction Association (ECCA), East Carolina University (January 2007 - December 2008 ) 2