

JESSICA CLAIRE

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Professional Summary

Talented Construction Manager with more than twenty years of success on various projects as an Independent Contractor. Solid experience managing all levels of small to large scale projects. Extensive experience in the preparation of complete cost estimation. Accomplished in completing project on time at or under budget. Strong leadership and relationship building skills by providing clear direction and explanation of plans and contract terms. Meticulous work. Proficient at juggling multiple tasks, working under pressure, and take pride in attention to detail. Collaborate successfully with architects, owners and construction staff to complete multi-million dollar projects.

Core Qualifications

- Guest services
- Inventory control procedures
- Merchandising expertise
- Loss prevention
- Cash register operations
- Product promotions

Experience

Sales, 01/2016 to Current

Ascena Retail Group – Kissimmee, FL,

- Sell rifles, pistols, shotguns and their accessories.
- Provide quality control for state and federal required paperwork.
- Provide excellent customer service by identifying customer and company needs.
- Provide company maintenance services.
- Competently install purchased accessories to customer firearms.

Broadcast Engineer / Construction Project Manager, 01/1992 to 01/2015

– Farmington, NM,

- Reviewed plans and specs during the schematic design of pre-construction.
- Completed tear-down of existing structures and prepared for new construction Coordinated utility service providers according to project schedules.
- Obtained building and specialty permits from local jurisdictional agencies.
- Conducted weekly production and operations contractor meetings, which facilitated stronger communication and the ability to resolve critical issues.
- Performed regular job site observations to provide direction for all general contractor personnel.
- Reported to the immediate supervisors on production and conformance with the contract schedule.
- Conducted all critical pre-installation conferences with general contractors, subcontractors, consultants and manufacturer's representatives.
- Worked with construction administration consultants to plan field observations on schedule.
- Digitally archived weekly progress and technical "Knowledge Base" photographs of all assigned projects.
- Prepared and followed through on all required punch lists.
- Oversaw the entire building turnover process, while enhancing communication between all construction managem Assisted the operations group with warranty service repairs.
- Determined the project schedule, which included the sequence of all construction activities.
- Prepared regular interval progress reports.
- Offered technical assistance to service providers.
- Conducted routine quality audits to ensure that work was progressing per the specifications and initiated corrective actions.
- Guided and directed third-party inspectors through project construction, commissioning and closeout.
- Avoided construction delays by efficiently following through with all site inspections in a timely manner.
- Scheduled all contractors and materials deliveries.
- Implemented systems to improve process efficiency and reduce the project duration.
- Trained and promoted continued education for all onsite crew members.

Plumber, 01/1985 to 01/1992

City Of Farmington Nm – City, STATE,

- Full time service and repair plumber for residential and commercial sites Developed and implemented a successful contract platform Research and implemented their leak detection unit Built and fostered a strong relationship with the Sacramento area restaurant community Safety Officer for THE Plumbing Company, conducting weekly safety meetings and review Developed and taught plumbing code classes to new and

seasoned employees Specialized in replacing restaurant waste-drain vent systems while keeping business open Eliminated risks by correctly identifying potential safety hazards.

- Interpreted blueprints to determine locations, quantities and sizes of materials required.
- Expanded trade knowledge by networking with colleagues and participating in courses and seminars.
- Read blueprints to determine appropriate materials and procedures for each project.
- Managed job site hazards by accurately locating biohazards, low-grade radiation and chemicals.
- Independently worked on projects, while offering process coordination and cooperation with other teams.
- Complied with all local plumbing codes throughout the duration of each project.
- Inspected structures to avoid any obstruction and delays throughout the project.
- Prepared detailed records of all project tasks from start to finish.
- Offered guidance and training to junior team members.

Education

High School Diploma: , 1972

Somerville High School - Somerville, New Jersey

GPA:

Associate of Arts: math and science, 1976

Somerset County Collete - Somerville, New Jersey

GPA:

math and science

Bachelor of Arts: Broadcast Communication, 1978

Geneva College - Beaver Falls, PA

GPA:

Broadcast Communication

Skills

blueprints, Read blueprints, interpersonal & communication, conferences, customer relations, excellent customer service, direction, Hiring, Layout, materials, meetings, networking, new construction, personnel, Plumbing, plumber, improve process, progress, quality, quality control, repairs, Research, Safety, FM, scheduling, seminars, tear, technical assistance, Troubleshooting

Professional Affiliations