

Jean Taglialavore
108 Mallard Drive
Avon, CT 06001
(860) 977-7765

Qualifications Summary

- Experienced in all aspects of project management from public bidding to substantial completion and closeout
- Extensive interaction with vendors, subcontractors, inspectors, architects, engineers, and owners
- Daily responsibilities include overseeing all project documentation including subcontracts, payment requisitions, certified payroll and prevailing wages, change orders, insurance, as-builts
- Assist Project Manager in project scheduling, procuring long-lead items
- Train/Supervise Project Engineer in processing of submittals, RFIs, and closeout documentation
- Proficient in Word, Excel, PowerPoint, COINs, Prolog, Viewpoint. Working knowledge of MS Project and Primavera

Professional Experience

AMEC (formerly MACTEC) 9/2010 to present

- Administrative Assistant for three concurrent FUSRAP Decontamination and Dismantlement projects at the former Combustion Engineering Site in Windsor; cost of work exceeding \$100 M. Review all subcontractor invoices and change orders to ensure completeness and accuracy and recommend approval to owner; attend daily and weekly meetings; write and distribute daily and weekly reports; prepare manpower reports; serve as liaison with project security team; track demurrage costs and waste shipments/manifests

KBE Building Corp. (formerly Konover Construction Corporation) 9/2003 -10/2008

- Assistant Project Manager for \$45 M Additions & Renovations to existing E.C. Goodwin Technical High School, New Britain, CT.
- Project Engineer for \$68 M Design/Build high school from pre-construction through closeout. The new North Haven High School Project was given Award of Merit from Connecticut Building Congress.

Olsen Construction Services 1/2003- 6/2003

- Project Engineer for multi-floor office fit-out for Citigroup (Citiplace, Hartford). Twelve floors of renovations constructed concurrently.

Comfort Systems, USA Inc. 7/2001 – 1/2003

- Dispatcher/Office Manager for HVAC service department

HEC Energy and Design Services – a subsidiary of Northeast Utilities 6/1998 – 7/2001

- Administrative Assistant for engineering company

Certifications and Professional Affiliations

- National Association of Women in Construction (Board member '04-'05)
- Professional Women in Construction (member)
- Certified Construction Document Specialist
- ACI Concrete Field Testing Technician, Grade I
- OSHA Safety 30 hour card
- Notary Public

Education

BA University of Illinois, Champaign/Urbana, IL