

# JENNA GARRISON

AUSTIN, TEXAS

334-559-0968

JENNA4285@YAHOO.COM

## OVERVIEW OF QUALIFICATIONS

Project Manager and LEED Green Associate experienced with management and coordination of trades, drawing reviews, cost reviews/projections, and project management software. Known for strong analytical and organizational skills, efficiency, time management, and the ability to multi-task and work independently as well as with a team. Identifies and resolves issues to ensure adherence to project schedule and budget. Recognized for excellent interpersonal, collaboration and verbal/written communication skills with project Owner, Client, Architect, Design/Engineering Team Members, Subcontractors and Tradesmen.

## JOBSITE EXPERIENCE (HIGHLIGHTS)

- 300 Colorado (Core Construction)
  - August 2018 – October 2020
- Apple Capital Ridge Phase I & Phase II (Interior Build Out)
  - Phase II – \$9M – December 2017 – June 2018
  - Phase I – \$26.5M – December 2015 – June 2016
- Hartsfield Jackson Atlanta International Airport – Concourse C Midpoint Expansion
  - Completed May 2015
- Cox Headquarters Tower II (Core Construction and Tenant Interiors Build Out)
  - \$209M – January 2013 – July 2015
- Cox CTech II (Core Construction and Tenant Interiors Build Out)
  - \$148M – August 2010 – December 2012

## WORK EXPERIENCE

### HOLDER CONSTRUCTION GROUP, LLC, AUSTIN, TX

*Project Manager*

*Senior Engineer*

*March 2018 –Present*

*October 2015 – March 2018*

- Ongoing coordination with the Authority Having Jurisdiction for permitting, fees, inspections, etc. relative to projects.
- Engage in all aspects of projects from preconstruction into construction and through closeout.
- Provide leadership and management for entire project team, including oversight and management of technical and non-technical training and development if on-site team members, conflict resolution, orchestration of team priorities and efforts.
- Manage all aspects of contracts for owner contracts, subcontracts, purchase orders, change management, insurance, bonding requirements and document control.
- Interact with field team to develop a shared project vision and plan for delivery of cost, schedule, safety, and quality. Oversee strategic execution of plan with subcontractors and project team.
- Ensure schedule is maintained and utilized for effective site-wide communication.
- Own and manage all aspects of project finances, including cost projections, sub/owner billings, sub/vendor payments and change management.
- Lead and participate in contract negotiations and review of request for proposal responses for project subcontractors.
- Foster and maintain relationships with owners and their representatives through ongoing and open communication, conflict resolution and a shared project vision.
- Develop corporate-wide training programs for new recruits, project managers, and leadership, highlighting lessons learned and effective management practices.

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THE BECK GROUP, AUSTIN, TX  
*Senior Project Engineer*

*March 2015 - October 2015*

- Manage BIM coordination efforts.
- Manage document control.
- Perform preconstruction activities, including issuing bid invitations, completing scope reviews, making award recommendations, and issuing Subcontracts/Purchase Orders.
- Build, track, and maintain project look-ahead schedule.
- Manage assigned trades following contract award including processing submittals, coordinating drawings, generating/processing RFI's, reviewing cost proposals, creating and processing subcontractor change orders, reviewing monthly pay applications, and collecting closeout documentation.

HOLDER CONSTRUCTION GROUP, LLC, ATLANTA, GA  
*Senior Engineer*  
*Office and Project Engineer*

*June 2014 - March 2015*  
*September 2011 - June 2014*

- Generate monthly cost projections for the entire project.
- Obtain all necessary permits and licenses.
- Build, track, and maintain project schedules. Produce weekly progress reports.
- Run staff meetings, coordination meetings, and direct LEED efforts on projects.
- Document and track punch list activities for all areas of construction.
- Manage assigned trades following contract award including processing submittals, coordinating drawings, generating/processing RFI's, reviewing cost proposals, creating and processing subcontractor change orders, reviewing monthly pay applications, and collecting closeout documentation.

## CAREER HIGHLIGHTS

- Successfully managed \$22.5M concrete structure erection 32 stories tall with 18" of clearance to adjacent/neighborhood properties.
- Coordinated relocation of existing utilities prior to commencing building construction for the \$4.4M earthwork and underground utilities project phase. Successfully maintained connections with only two scheduled one-day shutdown of utilities.
- Tracked linear footage, made projections for the \$7.9M sheeting/shoring wall installation project phase. Mitigated risks by updating and sharing installation information with the client and added 3.4 miles of micro piles at parking deck.
- Managed \$1.6 million interior/exterior signage project including printed graphics, office signage, parking deck signage, and site monument signage. Coordinated the re-naming of existing parking deck levels which was successfully completed with no impact to employees.
- Managed \$1.99M door/frame/hardware Vendor Contract plus installation of new \$1.3 million access control/security installations.
- Successfully managed \$2M concrete/masonry (CMU), \$5.2M deep foundation, and \$18.2M curtain wall packages.

## EDUCATION

AUBURN UNIVERSITY, AUBURN, AL  
*Masters of Building Construction, August 2011*

*B. S., Auburn University; Major: Interior Design; Minor: Business, Cum Laude, GPA: 3.41, 2010*

## SKILLS

- Bluebeam, Primavera, Revit, AutoCad,
- CMiC, Google Sketchup, Microsoft Office:
- Word, Excel, PowerPoint, Project
- LEED Green Associate
- OSHA 10
- First Aid, CPR, AED