

# Jordan Wegener

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0479 196 054

Williams Landing, Melbourne, Victoria

## Key skills

- Strong written communication skills
- Proficient in Microsoft Project (program development)
- Proficient in environmental clearance documentation
- Proficient in Microsoft Office suite, including advanced Word formatting
- Experience in Defence documentation, SDMP and DEQMS

## Education

**Bachelor of Civil Engineering, Hons** from University of South Australia  
Graduated 2018

## Summary

Civil engineering graduate with 3 years of experience in a project delivery role, primarily facilitating the delivery and successful handover of Defence projects

## Career history

### **Project Support Officer and Hand-over/Take-over Manager** at Axis Constructions (SA) Pty Ltd

March 2017 – October 2019 (3 years 8 months)

Project support throughout project lifecycle and management of hand-over/take-over

#### **Key responsibilities**

- Management of Hand-over/Take-over and operational readiness, working with Defence and maintenance contractor to ensure successful handover of projects
- Preparation and writing of key tender documents with focus on environmental management documentation (Environmental Clearance Certificates, Environmental Management Plans) and construction program development
- Assist project managers with administrative tasks during construction phase of projects
- Updating of company policies and tailoring of documents for specific projects

#### **Achievements**

- Various successful tenders and project handovers, including:
  - Minor New Works and ICT Power Works project at RAAF Edinburgh, value over \$1m
  - Building 293 1CCS Relocation project at RAAF Edinburgh, value over \$6m
  - 25m Range Upgrade project at RAAF Edinburgh, value over \$1m (directly managed this project during construction)

## **Roof Plumber** at Linear Roofing Services Pty Ltd

March 2011 – December 2011

Installation of roofing and cladding for commercial building projects

### **Key responsibilities**

- Deliver roofing and cladding works in teams of various sizes

## **Interests**

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- Defence technologies
- Aviation
- Material science
- Computers and software
- Digital photography

## **References**

**Available upon request**

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