

Jeff Whitehead

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PROFESSIONAL SUMMARY

Motivated professional at ease leading projects with many moving parts and cross disciplinary needs

WORK EXPERIENCE

- 2021-Present **Collard Carpentry**, General Contractor, Austin, TX
Project Manager
- Schedule project timelines and identify critical dates and purchase schedules; utilize Microsoft Excel for more efficient planning
 - Coordination and oversight of subcontractors including providing scope of work, and keeping them apprised of any changes or details needed to avoid lost time or call backs
 - Identify potential problems and solutions between design and execution
 - Confirm change orders in writing with clients and inform them of scope and price prior to work being done
 - Communicate with homeowners and designers to inform them of progress and upcoming events
 - Purchase materials
- 2016-2021 **TMG Commercial**, Austin, TX
Realtor
- Sales representative for developer of multiple residential developments in Dripping Springs- developed marketing materials and advertising campaigns; represented over \$6mil in sales
 - Negotiated and draft contracts
 - Achieved Certified Negotiations Expert (CNE) Designation

ENTREPRENEURIAL PROJECTS

- 2016-2020 **Greenbird Fitness**, Yoga & Pilates Studio, Austin, TX
Owner/Operator (closed due to Covid)
- Designed and decorated retail space converting a historic oil supply warehouse into a boutique fitness studio
 - Developed brand identity including marketing materials, apparel, and signage consistent with retail and studio space
 - Hired instructors and ensured that all employees are on time and focused on providing quality service to clients

EDUCATION

- 2022 **University of Texas Coding & Programming Bootcamp**
HTML, CSS, Javascript
- 2015 **Texas Real Estate License**, Austin, TX
180 Hours of Salesperson Coursework
- 2004-2008 **Texas A&M University**, College Station, TX
Bachelor of Science, Wildlife Biology

SKILLS

HTML, CSS, Javascript