

# J.E.M., LLC Mechanical Contractor

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## **EDUCATION:**

Louisiana State University  
Bachelor of Science - Construction Management (2010)  
Maxwell Systems Estimation HVAC  
ABC Project Management Institute at Purdue University  
Aquatherm Installer Certification  
OSHA 10 Hour Course

## **WORK EXPERIENCE:**

January 2011 to present- J.E.M., LLC, Project Manager  
May 2007 to January 2011- J.E.M., LLC, Assistant Project Manager

## **LICENSES:**

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| 1. | Mechanical Work<br>State of Mississippi<br>Certificate of Responsibility | #10514 |
| 2. | Master Plumber<br>State Of Mississippi<br>Certificate of Responsibility  | #10514 |

## **RESPONSIBILITIES:**

- Organizing and planning work for projects
- Preparing job schedules and manpower loading charts
- Monitor the profit and loss of projects and company financials
- Responsible for making quantity takeoffs and submittals
- Issuing subcontracts and material equipment purchase orders
- Preparing pay requests
- Evaluating design changes
- Preparing change orders
- Preparing Request for Information
- Supervision of Field Superintendents
- System and installation review
- Performed field inspections and tests of completed work

The majority of this work experience has been with large commercial mechanical projects.