

Zachary Elkins
Director of Project Management and Administration
ZACHE@JEMMECHANICAL.COM

EDUCATION:

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

WORK EXPERIENCE:

2019 to present- J.E.M., LLC, Director of Project Management and Administration

2011-2018- 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
State of Mississippi
Certificate of Responsibility | #10514 |
| 2. | Building Construction
State of Mississippi
Certificate of Responsibility | #10514 |
| 3. | Master Plumber
State Plumbing Board of Louisiana | LMP8149 |
| 4. | Journeyman Gasfitter
State Plumbing Board of Louisiana | LJNGF10746 |

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.