

Michael Jacobi

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PROJECT MANAGER

Project Manager with 17+ years of experience in new construction, additions, renovation and restorative projects. The past five years has concentrated on Business Development and follow thru to all captured projects within South East US region. Specialization in Government facilities such as; Correctional, Homeland Security, Emergency Operation Centers, US Courthouses and Municipal Centers. Professional construction experience spans project budgeting, bid qualification procedures and presentations, estimating, bidding, scheduling, management, leadership and training, business development and marketing in the construction industry.

SULLIVAN BUICK GMC - Ocala, FL

May 2013 - Present

Sales Executive – New and used car sales

Salesman of the month for August 2013 and October 2013, helped store hit its record sales two of the first 6 months hired

WDSI, INC. - Grafton, WI (Working Remotely from Ocala, FL office)

2008 - 2013

BUSINESS DEVELOPMENT MANAGER

Business Development

- Expanded WDSI's regional market to the South Eastern States, established multiple contracts (4) Kentucky, (3) North Carolina and (1) Florida within a two year time frame.
- Established business relationships with County Departments in Madison County, NC, Hancock County, KY and (Federal level) General Services Administration to provide maintenance services and approval for future project bids
- Management of WDSI marketing department budget, materials, industry research, target points and opportunities to ensure strategies and goals are met effectively and efficiently.
- Marketing via Industry trade shows, visits to Architects, Owners, and Construction Managers.
- Human Resource Management, oversee hiring of personnel for office, marketing and field positions.

Project Management

- Established a template system in WDSI's estimating department for efficient post bid scope review that allowed WDSI project managers to ensure the contract negotiations included all front end financial, contractual, and scheduling requirements prior to final signature of contract. This shortened the contract review time on average 21 days.
- Established a streamlined payment process during the contract stage that ensured billings were received within 45 days.
- Managed multiple projects based upon region and complexity, average of four per year with a mean contract size of \$750,000 to 1 million dollars.
- Managed all on site meetings for cross-functional interfacing with architects, owners, contractors, vendors, and multiple on-site trades regarding detention materials for all WDSI's South Eastern US projects.
- Communicated complex and technical concepts to non-technical audiences to ensure proper compliance, product implementation and understanding.

CENTEX/BALFOUR BEATTY CONSTRUCTION – Orlando, FL

2004 - 2008

ASSISTANT PROJECT MANAGER

Worked on Government projects ranging in size from 20 million to 60 million dollars in Centex's Corrections Division.

- Preconstruction design document review, value engineering, and preliminary scheduling.
- Produced bid package guidelines, requirements, scopes of work and forms for Marion County Jail Expansion, Manatee County Emergency Operation Center and Lowell Correctional Center. (worked on the MEP review staff for Marion County Jail expansion project that saved \$2 million through value engineering, \$600,000 directly through the Security Systems which I was lead)
- Review bids from all MEP trades and negotiate final scope of work and contract values for subcontractors prior to releasing to Centex's project executive for final signatures.
- Maintained project safety procedure records, reports, and first point of contact for all safety issues, awarded companies safe project award for 2005 Marion County Jail. We mitigated security risk and incidence while working with inmate labor through out the project.
- Worked in tandem with Project Manager to ensure all project engineers efficiently handled the submittal coordination, material deliveries, RFI's, change orders, and pay requisitions.
- Responsible for all project Executive Reports - Organized all projected financial reports, daily operation documentation, schedules, change orders, and photographic timeline into an executive report summarizing the project to date for distribution to Owner, Architect, and Centex Executives.
- Review of project budgets, changes, billings and invoice reviews with accountant monthly.

WDSI, INC. - Cedarburg, WI

2000 - 2004

PROJECT MANAGER - Sales and Marketing Manager

Provided regional targets, bidding procurements, proposals, contract awards and management, project scheduling and staffing. Recruit, hire, train, and supervise all employees within estimating department. Visualize, implement, and target sales and marketing material for WDSI, Inc based upon regional market trends.

- Successfully negotiated vendor and customer contracts, ranging from \$1,000 to \$2,000,000 saving owners and contractors up to 5% while expediting WDSI, Inc.'s receivables up to 15 days faster.
- Effectively manage cross-functional interfacing with architects, owner representatives, vendors, and on-site trades to mitigate RFI's, change orders and errors.
- Implemented company's first marketing strategies, goals and materials.
- Increased bid capture rate from 17% to 25% through regional target marketing, forecasting, and increased professional relationships.
- Increased maintenance contracts by 50% through implemented post project marketing.

WISCONSIN DETENTION SYSTEMS, inc. – Cedarburg, WI

1995 - 2000

CHIEF ESTIMATOR-PROJECT MANAGEMENT

Managed entire project cycle from document procurement, estimating, bid proposals, contract negotiations, project management and closeout documents.

- Established a regional scope and budget of upcoming projects to tie into work crew schedules.
- Assigned personnel to designated regions to stream line company travel costs and lost time.
- Designation of company personnel to target regions to decrease travel expense and lost time.
- Estimated all projects within WI, IL, & MO increasing capture rate by 15% over a 4 year span.
- Reviewed all vender contracts to ensure proper scope and cost.

GREENVIEW SERVICES, INC. - Mequon, WI

1990 –1995

CREW CHIEF – PROJECT COORDINATOR

- Schedule weekly work orders.
- Schedule and coordinate work crews and material deliveries.
- Oversee product selection and workmanship.

Education

Northern Michigan University - Marquette, MI
(Art & Design Major – Education Minor)

Technical Experience

Primavera Project Management Software, Timberline Estimating & Project Management Software, Microsoft Office-Excel/Word/Power Point, Outlook, Adobe Creative Suites, AVAWARE, Auto CAD, Constructware

Community Involvement

Varsity girls Basketball & Softball Coach - Meadowbrook Academy Ocala, FL	2010-12
Head coach community youth football - OYCFL Ocala, FL	2005-10
President and Head Football Coach - Milwaukee Marauders Semi-pro football team (501c3)	2000-04
Assistant Football Coach – Concordia University Mequon, WI	1998-00