

# JAMIE L. SHEA

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## Technical Skills & Professional Training

- Experienced Project Manager specializing in Government & Commercial projects
- OSHA-30 Construction Certified
- 40 hour EM 385-1-1 USACE Safety & Health Certified
- USACE Construction Quality Management (CQM) for Contractors Certified
- Confined space training, Fall Protection training
- CPR/AED Certified
- Government Security Clearance
- Project Management methodologies and practices
- Procore Certification: Project Manager
- Procore Certification: Admin
- Bluebeam
- Interpreting blueprints & project specifications
- Building Connected
- Dash, Xactimate, SchoolDude, Work Order Tracking Systems
- P6 – Oracle Primavera
- Public Safety and Security
- Notary Public
- Microsoft Office Suite – SharePoint, SharePoint Designer, One Drive, Outlook, Word, Excel, PowerPoint, Project, Visio, Access

## PROFESSIONAL EXPERIENCE

### Ameritech Mechanical Inc.

2022 to 2023

#### Project Manager

- Manage Government projects ranging from \$100,000 – 6M+ over New England
- Ensuring Government qualifications are communicated and met
- Budgeting, procuring, and allocating of financial resources and working within budget by adequately estimating the costs and cutting unnecessary expenses
- Subcontractor buy-outs and estimating
- Identify, determine, and manage both potential internal and external risks within the project's lifetime which directly or indirectly affect the project while devising proactive ways to solve them
- Project planning, schedule, and timeline
- Ensuring timely completion of projects to build client trust while avoiding unnecessary penalties
- Create and build solid relationships with subcontractors and Government resources
- Create multitude of reports including, but not limited to: logistics plans, Activity Hazard Analysis (AHA) plans, Accident Prevention plans (APP), Quality Control plans (CQC)
- Lead team by being a good and effective communicator
- Excellence in building rapport and creating a team environment where all those with project responsibilities work well together
- Ability to maintain a high level of organization
- Maintain all subcontractor submittals and internal/external submittal register, along with RFI's
- Act as Site Superintendent when needed
- Work closely with Architects and Engineers
- Interpret blueprints and project specifications
- Excellence in planning process, how resources are to be acquired, and when projects should be completed

### Pustola & Associates, Naugatuck, CT

2022

#### Assistant Project Manager

- Responsible for planning process of \$42M construction project
- Bidding and bid-leveling for executives
- Interpret blueprints and project specifications
- Conduct regular site visits
- Obtain permits when necessary
- Maintain submittal registers and RFI logs
- Build relationships with subcontractors and potential resources
- Assist in gathering necessary information for estimating
- Work, set up, and maintain contracts in NC & RI \$12M+
- Handle a multitude of project closeouts
- Work closely with Architects and Engineers

## Consolidated School District of New Britain, New Britain, CT

2021 to 2022

### Manager of Special Projects and Technology (Project Manager) – Contract

- Provide leadership in defining definitive and effective strategies for project management, implementation, and control.
- Find weaknesses and inefficiencies in current safety, standard operating procedures, and operations to make improvements.
- Work with Executive management to develop, implement & drive adoption of policies, procedures, standards, and framework.
- Accomplished the creation, development, and implementation of new Project Portfolio Committee to prioritize projects within the district.
- Created project status tracking system.
- Departments' point of contact for all facilities project management issues.
- Negotiate and analyze purchase order agreements, subcontracts, change orders, and control budgets.
- Ensure project team and vendors understand all aspects of contract, scope, progress, etc.
- Direct all phases of projects, from project initiation to project closure.
- Delegate all project related tasks, including monitoring staff and vendor performance.
- Attend and present in board meetings and finance, facilities, and transportation committee meetings.
- Attend a multitude of meetings each week with Executive Administrative staff, along with Cabinet meetings.
- Created Meeting Minute and Agenda template to utilize throughout department.
- **Notable Projects:**
- Upgrade and full replacement to districtwide Security Camera/Surveillance system consisting of \$1m+
- Bring to fruition from conceptual design new eSports technology room, \$500k+
- Tech Ed room upgrades at 3 schools, \$500k+
- Various room remodels and equipment upgrades
- ADA Compliance project owner
- School tear down and rebuild construction project owner \$5m+
- Solar Panel Removal
- Scoping Energy Audits to save funds throughout district
- Custodial Equipment safety audit and replacement

## Carabetta Companies

2020

### Executive Contract Assistant

- Full Executive Administrative support to C-level senior executive amongst a multitude of other executive team members.
- Anticipate Executive's needs and prioritize accordingly.
- Successfully created new invoicing and payment tracking spreadsheets for a multitude of projects.
- Create and managed a variety of reports and spreadsheets related to multimillion-dollar acquisitions, construction contracts, refinancing, and real estate development.
- Handle and maintain highly confidential, sensitive information on a daily basis.
- Disseminate work to staff of Managers and Administrative Assistants.
- On-boarding and training of new employees. Responsible for new hire orientation, ensuring the completion and accuracy of all pre-employment processes and forms according to company policies and guidelines, while maintaining data integrity.
- Accountable for accurate completion of new hire paperwork and personnel files.
- Plan, develop, coordinate, and execute creative and effective recruitment and sourcing strategies.
- Conduct research to find high quality active and passive candidates; assist HR Manager with background checks.
- Work with hiring managers to gather job descriptions and requirements that will help target ideal candidates. Create new job description roles for Executive office, along with updated business practice processes and procedures. Work directly with recruiting companies regarding the finalization of contractual agreements.
- Post job requisitions on multiple hiring sites, and present top interviewed candidates to hiring managers
- Create status reports within Excel to document open positions, candidate interviews and projected future needs.
- Act as Business Analyst to team initiating and handling extremely confidential project; gather and document technical requirements; track process, billing, and work with current and potential investors, project managers, and staff.
- Create, manage and implemented new company LinkedIn page.
- Work directly with Legal staff by acting as liaison for business to both potential and existing companies in order to maintain a variety of documentation and NDA's.
- Research potential real estate opportunities; work directly with financing companies.
- Plan, manage, and execute large-scale events.

## Knights of Columbus Project Management Department

2006 to 2020

## **Executive Assistant**

- Maintain and update the PMD weekly status report for all current projects in the Organization for Executive Leadership Committee.
- Attend weekly project status meeting and record action items to track for management.
- Meet regularly with Director and assist in development of key message for weekly Executive status meeting.
- Work with Enterprise Portfolio Manager in the development of a new template for the Portfolio Steering Committee.
- Assist in the accomplishment of "Working Groups" to better serve the Organization's prioritization of potential projects, system upgrades, and initiatives.
- Responsible for shepherding and documenting projects from initiation through completion, utilizing the full project lifecycle.
- Manage all project budgeting, timelines, and deliverables to Director for Executive reporting.
- Uphold high level of confidentiality in regard to project development, funds, and status.
- On-boarding of new employees and consultants; responsible for gathering all pre-employment screening and paperwork. Create personnel profile. Provide training and educate both company and departmental policies.
- Create agenda and attend weekly Resource Manager meeting, document meeting minutes, record action items for management.
- Attend various Executive and Management meetings, develop agendas, and assist on projects in support of project managers.
- Work with Project Managers on project metric dashboard and project status. Create and maintain resource timelines and project tracking spreadsheets.
- Update and maintain departmental SharePoint website. Create all project subsides under PMD, with specific requests to each project.
- Maintain calendar requests, changes, scheduling, and security access.
- Responsible for all consultant invoicing and check requests. Validate time in Clarity software and run reports.
- Complete and record all expense forms and accounting for department. Employee payroll. Work requests.
- Maintain updated employee calling tree for emergency services.
- Maintain office supply inventory, all procurement requests, and department budget.
- Voted in as Secretary of AWD Governance Committee.
- Developed strong leadership skills by emulating and being mentored by Senior Management and Peers.

## **Information Technology Services**

### **Executive Assistant**

- Responsible for maintaining daily, up to date calendar and agendas for VP and Director.
- Run both daily and weekly Team Track reports for various teams. Run weekly Clarity time tracking reports for department.
- Create agenda and document meeting minutes for CIO's monthly staff meeting.
- Maintain and coordinate employee and contractor seating, publishing and organizational charts. Assign and align all seating, coordinate move activities, requests, and creation of work orders in facilities maintenance system Archibus.
- Administrative duties such as mail distribution, manage badge requests and security access, office supply inventory, maintaining departmental distribution lists in Lotus Notes.
- Create and maintain on-call calendars for six groups and sub departments in ITS.
- Responsible for department new hire process. Work with vendors to obtain necessary paperwork and security clearance for consultants to begin hiring process.
- Complete travel authorizations for employees training needs, calculate estimated expenses, hotel, and mileage reimbursement.
- Administrator of MS SharePoint/Company Intranet project team. Provided first level support to resolve technical issues. Helped develop enterprise site management, governance, and gathered business requirements for company Intranet implementation. Maintained and managed overall security and provisioning of access.
- Acted as liaison to Business by gathering departmental business requirements, demoing of site features, providing business analysis, and business process understanding to develop several departmental sites.
- Managed sites and site collections, lists, folder, and item security. Configured site navigation and themes, web parts, workflows, creation of form libraries and customized lists.
- Worked closely with IT developers to configure, administer, and secure all SharePoint sites.

## **Education**

- Bachelor of Science, Business Administration & Project Management, Charter Oak State College, New Britain, CT