

Jesus Rivera

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PROFESSIONAL PROFILE

Detail oriented and adaptable professional with experience in team management, leadership, risk identification, project management. History of success in Construction and Educational Settings.

Core competencies include:

- Project Management
- Project Schedule Creation
- Supply Chain
- Budget Management
- Schedule Remediation
- Estimation Software
- Change Orders
- Plan Interpretation
- Scrum Methodology
- Software Implementation
- Material Selection
- Project Estimation

CAREER SUMMARY

University of Colorado-Boulder
Public University

11/2019-Present

Assistant Project Manager

Assist in various tasks within the project lifecycle. Duties Include:

- Serve as the front-line liaison between the HFS Facilities Projects Group and various constituents within and outside of HDS (i.e., FM, OIT, PTS) to ensure implementation of campus standards and requirements. Qualify General contractors and ensure scope is understood prior to contract execution.
- Prepare State of Colorado contractual project documents, change orders and review of invoices and pay applications.
- Acts as the Owner's Representative between HDS and various campus departments, code authorities, contractors, subcontractors, internal customers, supervisory personnel, physical plant personnel and tradespeople, as well as, outside consultants and contractors ensuring the inclusion and implementation of State, Departmental, and University required standards and criteria
- Responsibility for coordinating the various requirements of the State of Colorado and various regulatory entities of the University of Colorado at Boulder with the contractors and subcontractors contracted to do the work. Oversees and analyzes proposed project scope change revisions generated by regulatory requirements for programmatic and budgetary impact. Clearly communicates those impacts to the senior unit and departmental staff.
- Maintain accurate electronic and hard copy files, project files, project schedules, files of data, project manuals, warranty documents, contract documents, and drawings for HDS. Responsible for generating preliminary costs, budgets and schedules on various HDS projects and regularly updating the above and occasionally requesting additional funding or proposing additional funding sources. Works with HDS Finance on budgets and required funding scenarios.

THOUTT BROS CONCRETE CONTRACTORS INC.
Residential and Commercial Concrete Company

05/19-11/2019

Project Manager

In charge of project execution. Duties Include:

- Review concrete architectural plans and drawings to convey project duration.
- Develop and maintain project management tools such as excel spreadsheets, Gantt Chart, and Risk registries.
- Maintain communication between project stakeholders.
- Process, issue, and approve change orders.

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- Ensure resources are procured to successfully complete project.

THOUTT BROS CONCRETE CONTRACTORS INC.
Residential and Commercial Concrete Company

02/19-04/19

Project Estimator

In charge of project bid process. Duties Include:

- Review concrete architectural plans and drawings to determine project scope.
- Utilize Excel and other estimating software to determine appropriate costs associated with the project.
- Submit bid proposals to clients and handle change requests as needed.
- Maintain communication between client and company until contract has been signed.

EDUCATION / AFFILIATIONS

Master of Science in Project Management, Colorado State University-Global Campus

Bachelor of Arts, Criminal Justice, University of Northern Colorado

Project Management Institute, Member, Mile-HI Chapter

Scrum. Org, Member, 2018

REFERENCES

Jeff Pfeil, University of Colorado, 720-487-4435

David Mesko, Thoutt Bros Concrete, 970-412-0139

Masons Chambers, Anadarko Petroleum, 303-775-9703

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