

JACKIE E LEWIS

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DIGITAL PORTFOLIO: JACKIEELLENLEWIS@WEEBLY.COM



Hello, my name is Jackie Lewis.

Construction is more than my career; it is my passion...! I enjoy working with my team to coordinate and oversee all facets of the project - estimating/pre-construction, scheduling, negotiating and documenting subcontracts and change orders, job costing, forecasting, and identifying and correcting and/or avoiding potential schedule, budget, or quality issues - to complete the project on schedule, within budget, and equal to or better than the standards of quality and performance specified.

This portfolio is going to outline my projects, resume and a few other things.

Please feel free to contact me for more details and/or information. My contact information is provided at the top of this page.



Tempe Fire Station No. 7 & Estrada Park Improvements

Caliente Construction, Project Engineer, CMAR project, \$6.5 million worth of work in an 18-month period. Specific project scope included; renovation of 1.5-acre park, which serves as a neighborhood storm water retention basin, in conjunction with the construction of a new 3-bay fire station.

I was tasked with; subcontractor selection, bid evaluations, created/managed project schedule, created/managed project budget, prepared schedule of values, prepared/submitted owner billings, applied/managed permitting, created project directory, coordination meetings with owner or owner's representative, prepared safety plan, prepared site utilization plan, RFIs and submittals, long lead material procurement, submitted deferred submittals to city, mockups, maintained as-builts, created/managed sub-contractual agreements, approved sub/supplier invoices and payment authorizations, change order agreements, trade buyout, Work in Progress and Job Cost Reports, facilitated pre-installation meetings, progress photos, created/managed punchlist, supervised field (as needed), project closeout, assisted with interview pursuits and interviews, promoted company at networking events, and introduced/qualified new subcontractors.



City of Tempe Fire Station Renovations 1-6

Caliente Construction, Project Engineer, JOC project, \$800K worth of work in a 6-month period. Specific project scope included; renovation of existing six fire stations in Tempe including installation of Magenequip diesel exhaust extraction systems for direct removal of vehicle exhaust to the exterior of the structure, separation between the apparatus bays and living quarters, electrical and HVAC upgrades, and new/remodeled locker/turnout rooms.

I was tasked with; subcontractor selection, followed up on bids, bid leveling, managed baseline project schedule, tracked delays, created project budget, prepared schedule of values, prepared/submitted owner billings, created project directory, prepared/distributed meeting agendas and minutes, prepared safety plan, received/submitted/distributed RFIs, track and monitor RFI log, prepare submittal register, received/submitted/distributed submittals, track long lead material ship dates, submitted deferred submittals to city, mockups, created as-builts, created/managed sub-contractual agreements, created/managed change order agreements, prepared monthly financial projection, progress photos, created/managed punchlist, owner training, project closeout, and managed warranty/repair requests.



Maricopa County Parks JOC Contract

Caliente Construction, Project Engineer, JOC project, \$8 million worth of work in a 2-year period. Specific project scope included; design/construction of several restroom/shower houses, electrical and wet utilities for RV host sites, infrastructure for camp host sites, waste water lift station, solar entry gates, renovation of picnic ramadas, booster pump station, new/repairs to fencing, sewer repairs, drinking fountains, and dishwashing stations complete with hot water.

I was tasked with; subcontractor bid solicitation, created project budget, prepared schedule of values, created project directory, prepared safety plan, receive/submit/distribute RFIs, receive/submit/distribute submittals, created/managed sub-contractual agreements, created/managed change order agreements, project closeout, and managed warranty/repair requests.



Four Peaks Brewery

Caliente Construction, Project Engineer, Design-Bid-Build project, \$700K worth of work in a 5-month period. Specific project scope included; construction of a new 550sf milling station and the associated infrastructure to support the addition of a canning line (installed by others).

I was tasked with; bid leveling, managed project schedule, prepared/submitted owner billings, created project directory, prepared/distributed meeting agendas/minutes, prepared safety plan, tracked/obtained permits, RFIs and submittals, submitted deferred submittals to city, mockups, drafted as-builts, created/managed sub-contractual agreements, change order agreements, monthly financial projections, progress photos, created punchlist, supervised field (as needed), project closeout, and managed warranty/repair requests.



Apple Global Data and Command Center

Cannon & Wendt, Project Engineer, \$40 million worth of work in a 12-month period. Specific project scope included; lighting and branch and house electrical power.

I was tasked with; managed branch and house power; material procurement, tracked lead times, inventoried/inspected deliveries, created field work packages, implemented changes in the field – RFIs/sketches/ASIs/other design changes, processed/distributed RFIs and submittals, updated drawings for each field package, generated ROM estimates for changes, provided value engineering whenever possible, attended OAC and sub coordination meeting and provided status updates, tracked T&M tickets, kept up-to-date as-builts, progress photos, managed/documenting commissioning of all electrical gear, transformers, panelboards etc., managed material suppliers and third party contractors, monitored construction progress and quality, dealt with field issues, and addressed customer needs in a professional and timely manner.



AAR Airframe Maintenance - Rockford

Scandrol Construction, Project Management Intern, \$40 million worth of work in a 12-month period. Specific project scope included; dynamic compaction, concrete, steel erection, PVC roofing, mega doors, and equipment to support two 10-story hangar bays and offices for the maintenance, repair, and overhaul facility for AAR totaling over 238,000sf and designed to service all platforms of next-generation aircraft.

I was tasked with; soliciting subcontractor bids, public bid openings, prepared/submitted owner billings, created project directory, prepared/distributed agenda and minutes for OAC and sub coordination meetings, received/submitted/distributed RFIs and submittals, uploaded/distributed project drawings and specifications, followed up on execution of subcontracts, insurance, and badging, processed sub invoices/backup/lien waivers, change order agreements, facilitated pre-installation meetings, progress photos, created/managed punchlist, and project closeout.



Nelson Energy Center

Boldt Construction, Field Engineer Intern, \$220 million worth of work in a 36-month period. Specific project scope included; evaluated the condition of a 10-year partially constructed and abandoned 584-megawatt natural gas-fired power generation plant, determined/constructed what was necessary to bring it to a commercially operable condition with full warranties.

I was tasked with; organized and assembled work packages of high energy piping system for field issue (HP, HRH, CRH, LP, Feedwater, Condensate, along with balance of plant systems, Process Water, Air, Gasses, etc.), drafted "redline" as built isometrics for field routed systems, processed, verified and reconciled invoices, completed payments and control expenses, tracked change orders, prepared turnover packages.

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Objective

Obtain a position in a professional office/field environment where my skills are valued and will benefit the organization. Ideally, I wish to focus on construction management dealing with professionals in their field where my experience can result in mutual growth and success.

Education

Construction Management, Arizona State University, Tempe, AZ

Associate, Sustainable Building Science, Rock Valley College, Rockford, IL

Associate, Building Construction Management, Rock Valley College, Rockford, IL

Experience

Project Engineer, Caliente Construction, Tempe, AZ

Dec 2017 – Nov 2019

- Contract Administration: subcontractor selection, preparation of bid documents, bid evaluations, analyzing bids, writing subcontracts and change order agreements
- Schedule Management: develop project objectives, create and update project schedules and 3-week lookaheads
- Cost Management: create and manage project budgets, create and track schedule of values, review subcontractor invoices and payment applications, prepare and submit owner billings, prepare Work in Progress and Job Cost Reports
- Safety: assist in the preparation and implementation of Site Specific Safety Plans and Toolbox Talks
- Quality: prepare, submit and track RFIs and submittals, ensure projects comply with requirements and established standards
- Client Relations & Business Development: participate in coordination meetings with owners or owners' representatives, assist with interview pursuits and interviews, promote company at networking events, introduce new subcontractors to company and begin the qualification process

Project Engineer, Cannon & Wendt Electric, Mesa, AZ

Jan 2017 – Nov 2017

Apple Data Center

- Generate quality estimates and quotations
- Provide value engineering to help reduce customer costs
- Support the field and office during preconstruction, construction and commissioning phases
- Attend coordination meetings with trade contractors and equipment vendors and provide status updates
- Ensure relevant information is implemented in the field – RFIs/design changes, etc.
- Manage equipment vendors, material suppliers and third party contractors
- Monitor construction progress and quality and deal with field issues as they arise
- Address customer needs in a professional and timely manner

Project Management, Scandroli Construction, Rockford, IL

June 2015 – Feb 2016

Maintenance Repair and Overhaul Facility

- Developed a strong working knowledge of Microsoft Office, Microsoft Project, Procore, Revit, Bluebeam Revu, Adobe Acrobat Pro, PlanSwift, PlanGrid and GradeBeam. Created and maintained comprehensive project documentation including: Contracts, Change Orders, RFI's, Submittals, Schedules, ASI's, RFP's and other documents. Managed subcontractors pay applications and tracked schedule of values

Field Engineer, Boldt Construction, Appleton, WI

Dec 2013 – July 2014

Nelson Energy Center

- Organized and constructed work packages for field issue, drafted "redline" as built isometrics for field routed systems, performed administrative functions such as reviewing and documenting change accounts, tracking change orders, and preparing turnover packages

Credentials

Certificate of Management – Lean Construction

Associated General Contractors of America

OSHA 30

Emerging Leaders Forum

Arizona Builders Alliance

CPR, AED, and Basic First Aid

Affiliations

Arizona Builders Alliance – Young Builders Council

Tempe Young Professionals