

# CODY JARVAIS

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## Professional Summary

Highly motivated detail-oriented Project Manager with strong educational background in Civil Engineering, supported by in-field knowledge and professional work experience in Construction management.

## Professional Development

- AGC NYS Future Construction leaders program
- Procore Certified
- Osha 30

## Education

Bachelor of Science: Civil Engineering Technology, May 2019

Rochester Institute Of Technology - Rochester, NY

Associate of Applied Science: Civil Engineering, May 2013

Hudson Valley Community College - Troy, NY

## Skills

- Team leadership skills
- Quick learner
- Organizational skills
- Excellent communication skills
- Computer proficient
- Microsoft Office proficiency
- Site/Project coordination
- Construction Processes
- Knowledgeable in construction safety
- Management Skills
- Quality Control
- Blueprint Fluency
- AutoCAD
- Concrete and Steel Design
- Performed Site Pre-Inspections

## Accomplishments

- Demolition and complete rebuild of Route 7 bridge over Norfolk Southern Railroad
- Various emergency steel repairs for Region DOT contract requiring quick response and coordination

- RIT - Projects: Capstone Final Project (RIT) - Designing a new town hall for the Town of West Bloomfield including structural design, estimating, project management, hydraulic analysis, and site development Capstone Final Project
- RIT Design Build Team - 2014, Includes teamwork to complete a full design-build project of a college basketball practice facility for the Kweit Construction Company.
- HVCC - Designed a bank including structural steel design, estimating cost, hydraulic analysis, and site development
- HVCC - Steel Bridge Competition - Spring 2012, 2013, 2014 - Included Designing and performing structural analysis of the bridge, and fabricating a scaled steel bridge as a team to bring to a competition where we competed against 9 other colleges

## Work History

Project Manager, 06/2017 to 11/2018

Harrison And Burrowes Bridge Constructors – Glenmont, NY

- Managed the DOT Where and When Region 8 contract, oversaw multiple sites, monitored time and material for billing, coordinated emergency projects.
- Completion of projects within budget, on schedule
- Provide overall management of financial aspects of the DOT contract, including cost reporting, payables, and subcontractor claims and changes.
- Scheduled workforce needs with superintendents and allocated company resources to meet project requirements.
- Planned, organized and managed operations, including ordering materials and supplies, workflow management and timely production.

Front End Manager, 01/2016 to 05/2017

Field and Stream – Rochester, NY

- Manage the front end of the store for quality customer service and cleanliness.
- Oversee up to 10 cashiers, monitoring breaks, transaction approval.
- Responsible for store closing including counting all tills, the store safe and reporting daily sales.

Assistant Project Engineer, 01/2015 to 01/2016

Turner Construction – Schenectady, NY

- Paid internship - assisted in the processes of project management on a 70-million-dollar project as well as site supervision.
- Reviewed plans and specs during the schematic design of pre-construction.
- Conducted weekly contractor meetings on operations and production, which facilitated stronger communication and the ability to resolve critical issues.
- Performed regular job site observations to provide direction for all general contractor personnel.

- Attended all critical pre-installation conferences with general contractors, subcontractors, consultants and manufacturer's representatives.
- Prepared and followed through on all required punch lists
- Oversaw the entire building turnover process, while enhancing communication between all construction management.

Project Management/Estimating Intern, 06/2014 to 08/2014

W.M. Schultz Construction – Ballston Spa, NY

- Assisted in the processes of project management and estimating, used Sketchup Pro for site layouts, was Assistant Project Manager for an OGS emergency project.
- Performed Quantity takeoff for the estimation department
- Made phone calls and acquired quotes for the estimation department
- Reviewed plans and specs during the schematic design of pre-construction.
- Performed regular job site observations to provide direction for all general contractor personnel.
- Worked with construction administration consultants to plan field observations on schedule.
- Prepared and followed through on all required punch lists.
- Reported the quality of performance on site to all site construction managers.
- Supported construction management in emergency repair and restoration of OGS landslide project