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# CODY JARVAIS

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## PROFESSIONAL SUMMARY

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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.

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## EDUCATION

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**Bachelor of Science:** Civil Engineering Technology, Current  
**Rochester Institute of Technology** - Rochester, NY

**Associate of Applied Science:** Civil Engineering, May 2013  
**Hudson Valley Community College** - Troy, NY

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## SKILLS

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- 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

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## ACCOMPLISHMENTS

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- RIT (current) - 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

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## WORK HISTORY

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**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 09/2014**

**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

**Front End Manager, 02/2016 to Current**

**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.

**Front End Shift Supervisor, 07/2009 to 09/2013**

**Price Chopper – Rotterdam, NY**

- Manage the front end of the store for quality customer service and cleanliness.
- Oversaw up to 15 cashiers, monitor breaks, money in the till, transaction approvals.
- Carried out supervisory responsibilities in accordance with company policies and applicable laws.