

JESSICA N. SWANSON

(612) 382-4125
Sparky4810@aol.com
1821 Trailway Drive, Apt. #6
Eagan, MN 55122

Objective: Seeking a full-time position in the field of Construction Management.

Education: North Dakota State University, Fargo, ND Dec. 2005
Construction Management, B.S. Degree

- Associated General Contractors of America: Member 2004-Present
Secretary 2005-Present
- National Association of Home Builders: Member 2005-Present

Construction Experience:

Max Steininger, Inc., Eagan, MN Summer 2005

Assistant Estimator/Project Manager

- Experience in site quantity take-offs using Pay Dirt, pricing using Bid2Win, change orders, permits, proposals, bid openings, general management duties including correspondence with foremen, sub-contractors, general contractors, suppliers, and customers.

Hansen Mechanical, Inc., Las Vegas, NV Summer 2004

Plumber's Helper/Office Assistant

- Experience in plumbing rough-ins in wood structures, proposals, change orders, quantity take-offs, pricing, permits, and secretarial duties.

Area Mechanical, Inc., St. Paul, MN Summer 2003

Plumber's Helper

- Experience in commercial plumbing, reading plans and specifications, installing fixtures, small equipment operation, running pipe, and general housekeeping.

Sun Mechanical, Inc., Rogers, MN Summers 2002, 2000

Plumber's Helper/Office Assistant

- Experience in commercial plumbing, installing fixtures, reading plans and specifications, running pipe, digging trenches, small equipment operation, productivity reports, time cards, parts delivery, general housekeeping, and general secretarial duties.

Gorham-Oien Mechanical, Inc., Mora, MN Summer 2001

Plumber's Helper

- Experience in commercial plumbing, running pipe, small equipment operation, some large equipment operation, digging trenches, compaction, and general housekeeping.

Value Mechanical, Inc./Horwitz Inc., Delano, MN Childhood-1999

Helper

- Experience organizing trailers, hauling pipe, general housekeeping, filing, and other odds and ends.

References Available Upon Request