

JONATHAN CHAVEZ

Uniondale, NY | 516-286-0853
jchavez.15@outlook.com

Summary

• Results-driven Project Manager with a MS in Construction Management and 6+ years of experience in office management, project execution, and client relations. Proven ability to lead high-performing teams, allocate resources efficiently, improve policies and procedures, and maintain adherence to project deadlines. Skilled in strengthening relationships with colleagues, clients, associates, and partners.

Experience

Major Contracting Inc. | NY, Brooklyn

Construction Manager/Project Manager | 04/2025 - Present

- Attend Bi-Weekly meetings with owner, architect, engineers, project officers, etc. to coordinate and plan all projects.
- Arranged Building Inspections, Initial Inspections, Progress Inspections.
- Review of final plans, designs, and scope of work on all commercial construction interior fit outs.
- Development MTA Standard of Procedures for Bidding Phase.
- Development of SCA Standard of Procedures for Bidding Phase.
- Development of Employee Onboarding SOP.
- Leveling out subcontractor bids to determine project budget.
- RFI's, Submittals, Two Week Lookahead.
- Training of Site Super's Contractor Foreman Software.
- Lead a crew of 20+ laborers with Site Superintendent.
- Manage budget, review specifications, contracts, etc.
- Lead Long Island Division for expansion projects.

Top Brass Management Inc. | NY, West Babylon

Project Coordinator/Estimator | 01/2025 - 03/2025

- Attended and organized weekly meetings with owner to coordinate and plan all projects.
- Maintained a project backlog to track all ongoing projects and commitments.
- Hosted quarterly project reviews, ensuring alignment between project deliverables and resources.
- Arranged Building Inspections.
- Review of final plans, designs, and scope of work on all residential new construction builds.
- Gathering and leveling all contractor bids.
- Presenting renovation budgets and project duration for all ongoing residential new construction builds.
- Award jobs and value engineer projects that exceed budget.
- Site Visits.
- Perform quantity takeoffs.
- Arrange utility cutoffs for new construction builds.
- Developed standard of procedures (SOP's) for the company for future employees.
- Developed scope of work contracts for all subcontractors.
- Procurement, invoicing, vendor coordination, cost control, subcontractor coordination, contract management, attend weekly financial meetings.

RMB Development Consultants Inc. | NY, East Meadow

Assistant Project Coordinator | 04/2021 - 12/2024

- Conducted research and gathered key information for upcoming project planning.
- Guided project team staff to drive project success.
- Reviewed documentation to verify conformance with established project criteria.
- Collaborated with engineers, surveyors & architects to resolve issues with non-compliant projects and designs.
- Kept projects on schedule by managing deadlines and adjusting workflows as needed.
- Communicated with team members to keep the project on schedule.
- Collaborated with clients and team members to set ambitious but achievable goals.
- Delivered personalized, hands-on, and attentive service to every client, exceeding industry standards.

- Performed statistical analyses for projects and developed reports related to potentially sensitive information loss, such as business strategies, contracts, and clients.
- Managed a three-person team to complete a production project within two hours due to unforeseen circumstances.
- Developing and implementing a new project management system for special events and telecommunications departments.
- Collaborated with department heads to ensure staff members were properly trained and supported as they moved through their career at the company.

RMB Development Consultants Inc. | NY, East Meadow

Expeditor | 05/2018 - 09/2020

- Filings of applications and doing research for permit issuances.
- Developed relations with all villages and townships across Long Island.
- Schedule and attend meetings with clients and plan examiners.
- Secured commercial/residential permits for clients.

Skills

Microsoft Office, AutoCAD, Microsoft Project, Microsoft Excel, Time Management, Strong Work Ethic, Special Events Planning, Safety Awareness, Strategic Planning, Personal Discipline, Team Building, Motivational Leadership, Adaptive Person, Coachable, Computer Literacy, Client Relations, Blueprint Reading, Microsoft Word, Project Management, Communication Skills, Organizational Skills, Pro Core Software, Contractor Foreman Software

Education

Farmingdale State College

Master of Science (MS) in Construction Management | 12/2024

Farmingdale State College

Bachelor of Science (BS) in Civil Engineering | 05/2022

Nassau Community College

Associate Applied Science in Civil Engineering Technology | 05/2018

Languages

English, Spanish

Certificates/Licenses

OSHA 10, Certified Notary Public, OSHA 30, OSHA 62 SST