

JACK A. YOUNG
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SAN JOSE, CA 95129

Phone: 408-996-2839

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Sir,

In the interest of exploring employment opportunities within your organization, please accept my letter and resume for your review and consideration.

I am seeking a career with an opportunity for professional growth in which I can fully and effectively utilize my education and experiences to contribute immediately and profitably to our mutual benefit.

As reflected in my resume, my work background extends from administrative support, contract administration, purchasing agent, and to the coordination and supervision of the construction process. In addition, I have computer knowledge that will assist me in organizing daily construction records and activities. With my work experiences, coupled with a strong motivation to succeed, I will become a valuable member in your company. I am confident to provide many helpful contributions to your business and perform significantly to your high standards.

Thank you very much for your time and consideration.

Sincerely,

Jack Young

Jack A. Young

P.S.

Realizing that this summary statement can not adequately communicate my qualifications in-depth, I would appreciate having the opportunity to discuss and evaluate with you in person my skills and adaptability in relations to your firm's goals and objectives at your earliest convenience. Looking forward to hearing from you and meeting you soon.

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Purchasing / Assistant Superintendent / Project Coordinator

CAREER OBJECTIVE

A challenging position, utilizing the abilities I have developed through my work experiences and education with an opportunity for professional growth.

CAREER EXPERIENCED

Over fifteen years of experience in the home building/construction industry from a Contract Administrator to a Project Coordinator, Purchasing Agent to a Purchasing Manager & Director, Assistant Project Manager and Field Superintendent.

EDUCATION

- Construction Certificate Program – Construction Field Supervision
1990: School for Continuing Education, Inc.
- Bachelor of Science in Architecture
1985: University of Santo Tomas, Manila, Philippines

SKILLS

- PC Literate: MS Windows; MS Excel; MS Word; MS Outlook
- Ability to read and understand architectural plans / blueprints
- Knowledge of residential construction codes
- Strong organization and scheduling skills
- Good communication skills and multi-lingual
- Strong people skill and leadership skill

WORK PERSPECTIVE

- Characterized as a self-starter, very organized and detailed worker capable of handling multiple projects and prioritizing work to achieve maximum output and quality.
- Self-motivated, time-conscious and work-oriented individual willing to accept challenges and responsibilities.
- A competent worker and team player capable of interfacing with various personalities and level of management.
- My work attitude has always been performed in a highly efficient and professional manner with the ability to complete project under stressful conditions.
- Ability to work, think and make independent decisions.

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PROFESSIONAL EXPERIENCE

- **Pinn Brothers** (San Jose, California) – Purchasing Agent, 08/07 to 01/08
- **Standard Pacific Homes** (San Jose, California) – Purchasing Agent, 07/06 to 08/07
- **Summerhill Homes** (Palo Alto, California) – Director of Purchasing, 08/05 to 06/06
- **Pan-Cal** (San Jose, California) – Purchasing Manager, 02/04 to 07/05
- **Warmington Homes of California** (San Ramon, California) – Purchasing Agent, 01/03 to 01/04
- **Toll Brothers** (San Ramon, California) – Assistant Project Manager, 08/02 to 12/02
- **Pan-Cal** (San Jose, California) – Purchasing Agent / Project Superintendent, 04/95 to 07/02
- **Construction and Development Services** (San Jose, California) – Project Coordinator, 03/95 to 04/95
- **Associated Project Control** (San Francisco, California) – Project Coordinator, 05/94 to 01/95
- **Stoa International** (San Jose, California) – Project Coordinator, 07/89 to 03/94

JOB DESCRIPTION AND DUTIES

PROJECT MANAGEMENT

- Interface with architects, engineers, interior decorators, sales agents and subcontractors.
- Update phase to phase budgets and distributes to appropriate management for approval.
- Review monthly budget reports and verify accuracy with Accounting Departments.
- Interaction with other Departments: Development; Construction; Sales; Marketing; Accounting.
- Planning and coordinating meetings. Attend meetings. Prepare and distribute meeting minutes.
- Applying for building permits. Coordinating with City Building Officials.
- Update project estimates and financial reports on a monthly basis.
- Observe and maintain construction budgets.

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PURCHASING & PROJECT COORDINATOR

- Provide support to the Vice-President of Operation.
- Analyze and review construction blueprints to create construction hard cost budget.
- Establish scope of work for each sub-trade and generate specifications.
- Pre-qualify and credit check bidders and develop bidder's list. Subcontractor reference checking.
- Prepare bid package, including bid form, all options and specifications. Solicit bids from subcontractors.
- Bid tracking and maintenance. Bid solicitation prior to bid date. Maintain bid deadlines.
- Extend bids on spreadsheet illustrating mix totals and averages.
- Review bids for accuracy and issue notice of awards and contracts to subcontractors.
- Assemble contract; contract tracking and input contract amounts into cost estimates and budgets.
- Written correspondence to subcontractors. Disclose any changes in specifications to all bidders.
- Review and issue change orders to subcontractors. Review and approve for payment trade invoices.
- Research invoices not paid for the subcontractor. Resolve incorrect billing.
- Update phase-to-phase budgets and observe job costs to compare with the construction budget.
- Prepare project binder and create features book for sales and construction.
- Creates Option Sheets for each project and collects option pricing from subcontractors.
- Coordinate with Designers on Options and Upgrade Program.
- Assist Sales in pricing special option request by buyers.
- Model Option list preparation and maintenance. Model walks with Sales and Designers.
- Product research, solicitation and collect data. Setup and maintain purchasing library
- Extensive data entering of all construction records. Maintain files including setup and filing.
- Plan room organization; clerical; typing; photocopying.
- Collect insurance documents of new bidders and coordinate with Risk Management.
- Maintenance of bid list and subcontractor list.

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JOB SUPERVISION AND CONSTRUCTION SUPPORT

- Provide support to the superintendents of on-site construction. Create contact list for each project.
- Visit projects on a daily basis.
- Supervise and schedule of trade partners – from foundation to city final inspections.
- Provide current analysis of work in progress to the Vice President on a regular basis.
- Oversee and manage all phases of the project and improvements.
- Observe and review work during construction to ensure compliance with plans and specifications.
- Oversee subcontractors conformance to the company's requirement and "Quality Checklist"
- Ensure that the home building process is completed in a prompt, effective and professional manner.
- Awareness of construction inefficiencies and means to improve methods and reduce cost.
- Maintain construction records and schedule. Produce weekly summaries of construction activities.
- Walk inspections with city building officials.
- Provide final home orientation walk through with buyer/owners.
- Schedule of punch list items and warranty services. Maintain customer relationship.

PROFESSIONAL REFERENCES

Benjamin Chui	Pan-Cal / Greater Bay Construction	(408) 248-6600
Norman Ho	Warmington Homes California	(925) 866-6700
Mary Kuki	Standard Pacific Homes	(925) 719-2097
Mike McCall	Mike McCall Landscape	(510) 772-6966
Mike Stonehocker	Graystone Lathing and Plastering	(408) 298-5934
Rich Dunn	Coast Building Products	(925) 294-9400
Leonard Hufton	Pan-Cal / Greater Bay Construction	(408) 248-6600
Gail Oishi	Silvercrest Development	(408) 227-2999
Scott Pierce	Preferred Window	(707) 374-3828
Albert Munoz	Atlantic Concrete	(408) 640-1294
Victor Duenas	Gehrig Construction	(209) 835-5584
Howard Revel	Thorpe Design	(925) 634-5758
John Peterson	Peterson Painting	(925) 455-5864
Peter Poon	United Marble & Granite	(408) 347-3300
Laura Clifton	Purcell Murray	(800) 892-4040