

Jacob Crawford

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Objective Seeking a challenging and rewarding position within a company where my initiative, dependability and experience will allow for personal contributions as well as professional growth.

Qualification Highlights

- Completed two year continuing education program to increase knowledge of construction and project management.
 - Supervise large commercial jobs with 10-15 man crews while maintaining schedules and staying within budgets.
 - Ability to meet with subcontractors and clients to determine expectations and follow up to measure satisfaction level.
 - Mentor apprentices and assistants on safety and tool care procedures.
 - 9 years of increasing responsibilities in the flooring and construction industry.
 - Perfected skill with manual and power tools to ensure project efficiency and safety.
 - Ability to adapt to ever-changing situations. Able to make time critical decisions.
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Experience

2008 - 2008 **Quality Control Coordinator/Assistant Superintendent**
BCCI Construction, Inc. San Francisco, CA

- Coordinated labor and equipment resources ensuring jobs were completed accurately, efficiently, and in a quality manner.
- Simultaneously managed multiple job responsibilities.
- Inspected work in progress to ensure that work conformed to contract specifications and adheres to established work schedules.
- Modified time lines and work schedules according to progress and project changes.
- Scheduled material deliveries and followed up on material orders and job needs.
- Responsible for completing punch list at end of projects, and coordinating to ensure completion of punch list items for a zero punch.

2000 - Present **Journeyman Floor Installer/Estimator**
East Bay Floor covering Hayward, CA

- Demonstrate ability to troubleshoot creatively, solve problems effectively, and make informed decisions while successfully guiding others through constant change.
- Coordinate employees, equipment and materials on several projects simultaneously.
- Complete projects on schedule and within budget.
- Demonstrate excellent communication skills with fellow installers, subcontractors and clients.
- Serve as onsite supervisor for customer installations on significant sized commercial projects.
- Project Estimating & Coordination

1998 - 2000

Route Sales Driver

Frito-Lay

San Jose, CA

- Established close client relationships, evaluated regional trends and product strategies, promoted new products, maintained client service and satisfaction, and monitored sales performance.
- Generated new accounts and built annual revenues.
- Ensured efficient operation of stockroom and back stock areas.
- Directed the placement of monthly sales promotion displays within stores.
- Developed and maintained relationships with buyers, owners, and wholesale managers.
- Provided exceptional customer service and support.

Education

2007

Certificate, Construction Management

Cal State East Bay Continuing Education

Oakland, CA

Emphasizing in bidding & estimating, scheduling, plans & specification, project administration, construction accounting, construction law, practical applications, and materials & methods.

Hayward Adult School

Hayward, CA

Completed 7.5 Hours of Microsoft Word training

Completed 7.5 Hours of Microsoft Excel training

Completed 7.5 Hours of basic computer training

H.S. Diploma, General Education

Castro Valley High School

Castro Valley, Ca

Skills

- Effective Leadership and Supervision Abilities
- Problem Identification and Resolution
- Self-efficient, Highly Motivated, Task & Objective Oriented
- Highly Skilled with Tools and Equipment
- Strong Subcontractor and Client Relations
- Knowledge of Construction Practices
- Excellent Project Coordination
- Friendly, Outgoing, and Personable

Training Certificates

- Installation Certification Program, Shaw Industries, Inc., Union City, Ca., 2007-2007 Instructed and advised of all current installation techniques and practices for all Shaw Commercial products 12' and carpet tile, and the use of the Advantage System/VIT System
 - Sand/Finish & Install Trained, National Wood Flooring Association, So. San Francisco, Ca. 2007-2007 Certified and trained on the proper use of tools and equipment for hardwood flooring, borders, custom corners, repairs and refinishing.
 - Certified Wilsonart Installer, Wilsonart Laminate Flooring, San Leandro, Ca., 2006-2006 Certified to install Wilsonart Laminate Flooring to manufacturers specifications.
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