

Jacob Hollimon
4409 Fontainebleau Drive
New Orleans, LA 70125
(504) 273-8339
jakehollimon@yahoo.com

Professional Experience

Director of Construction: SBP New Orleans, LA: January 2017 – present

Manages all aspects of construction for a non-profit disaster recovery organization

- Plans and prepares for ongoing and next operational needs to efficiently maintain 10-20 construction projects at a time for residential rehab and new build construction projects.
- Participates in the development and implementation of the policies and procedures for CDGB funded rehab programs.
- Directs project managers, construction administrators, trainers, site supervisors, and logistics coordinators.
- Tailors project needs based on best use of manpower including general contractors, sub-contractors, staff employees and volunteers.
- Creates all project estimates, scopes of work and schedules for construction projects while designating the use of multiple funding sources.
- Insures requirements and regulations imposed by all funding sources, including a wide range of public and private grants, are met.
- Oversees contract negotiations, scheduling and execution with team resources, subs and vendors to guarantee timely, accurate and cost-effective project completion.
- Manages inspections, permits, utility activation, and other administrative items with city/ municipal entities so that homes are built to code.
- Monitors construction budget - tracking budget vs actual budget for each project, identifying trends and proposing solutions to ensure more adequate budgeting.
- Approves the coding and processing of all construction-related invoices.
- Negotiates prices and timelines for subcontracted labor and materials.
- Strives to mitigate workplace accidents and safety concerns.
- Communicates SBP's vision to inspire current partners to deepen their involvement and to create new partnerships.

Facilities Manager: Recovery School District New Orleans, LA: May 2015- January 2017

Managed and inspected 33 school facilities totaling 2.6 million square feet

- Performed regular comprehensive inspections of all school buildings and grounds, from historic properties to state-of-the-art new "smart" schools.
- Assured compliance with DHH, ADA, State Fire Marshall, and all NFPA safety standards.
- Reviewed and evaluated all ranges of contracts and proposals.
- Managed Capital Improvement Projects: developed scope of work plans, collected bids, procured funds, supervised projects, communicated progress, developed punch lists and submissions for payment.
- Served as "Owner Rep" at weekly "OAC" and "Refurb" meetings to assure tracking, coordination, and timely communication between parties.
- Participated as "Owner Rep" in warranty meetings to assure acceptable resolution of warranty issues; identified and submitted contractors' warranty items.

Owner Operator: Element Contractors LLC New Orleans, LA: September 2010 - 2015
Owned and operated contracting business specializing in renovations, historic restoration and high-quality custom finish work

- Managed residential restoration and renovation projects for homeowners.
- Completed complex stair building, framing, finish carpentry, cabinetmaking and installations for residential and commercial projects.
- Maintained a strong network of contractors (tradespeople) to provide quality advice and timely services as needed.
- Coordinated and consulted with subcontractors, architects, engineers and designers concerning project solutions.

Production Manager: Artisan Design & Build New Orleans, LA: Nov. 2006 - Sept. 2010
Managed production for high-end custom millwork and cabinet shop

- Served as the point of contact for clients, ensuring clear communication and project satisfaction from “design” through “build.”
- Administered continuous and meticulous quality controls and inspections.
- Trained staff on safe and efficient shop operations.
- Developed and implemented manufacturing processes specialized for this shop.
- Manufactured and installed custom cabinets, doors, windows, and moldings.
- Set up, operated and maintained a wide range of woodworking machinery.

Site Superintendent: Brockman Builders Monroe, LA: May 2003 - January 2004
Served as the onsite Superintendent for a 54-single-family home development

- Managed all phases of construction from layout and form work to project completion.
- Scheduled and supervised third party contractors, pre-construction through project completion.

Professional References:

Michela Schildts
Disaster Recovery Specialist
TetraTech, Ink.
(305)916-0175
michela.schildts@tetrattech.com

David Miner
DC Miner and Associates
(504)452-7142
dcmminer@cox.net

Cameron MacPhee
Deputy Director of Research & Data
City of New Orleans, Department of Code Enforcement
(504)228-6225
camacphee@nola.gov