

# **JIM D. HAYS**

**12 Waters Edge Drive SE  
Acworth, Georgia 30102  
(678) 574-6276**

## **OBJECTIVE**

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A challenging position which will enable me to fully utilize the training and proven abilities obtained through years of experience, make a positive contribution and achieve career advancement. Through positions held, I have obtained valuable project management skills, in-depth experience in estimating and costing as well as knowledge of the hands-on application of the construction process.

## **SUMMARY OF QUALIFICATIONS**

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- Over 30 years solid experience in construction industry
- 10+ years experience in project management, estimating and project development
- Excellent interactive skills in dealing with owners/clients, architects/engineers, subcontractors/suppliers
- Expertise in conveying high standards to management and personnel
- Strong hands-on skills in blueprint reading and interpretation
- Fast-paced decision maker with excellent problem solving/analytical skills
- Solid commitment to total customer service and providing a quality service and product
- Active member of Associated Builders and Contractors of Georgia for over ten years
- Bachelor of Science in Engineering Sciences

## **PROFESSIONAL EXPERIENCE**

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### **Candito Construction Corp., Waleska, Georgia**

**Jul. 2003 – Jan. 2010**

#### **Project Manager / Field Superintendent**

Responsibilities include but are not limited to cost estimating, blueprint take-offs, establishing subcontractor's scope of work, negotiation and preparation of contracts and purchase orders, preparing project schedule, scheduling and coordinating sub trades, submittal process, project cost control and conducting regular job progression meetings. As field supervisor, implementing the above task and coordinate all field activities.

### **Bob Lunceford Properties, Inc., Acworth, Georgia**

**Sept. 2002 – Jul. 2003**

#### **Field / Site Manager**

Responsibilities include verifying quantities, purchasing materials, scheduling and coordinating sub trades, project lay-out, project cost control and conducting regular job progression meetings.

**Nichols & Associates, Inc., Atlanta, Georgia****March 1998 – April 2003*****Project Manager / Estimator***

Responsibilities include but are not limited to cost estimating, blueprint take-offs, establishing subcontractor's scope of work, negotiation and preparation of contracts and purchase orders, preparing project schedule utilizing MS Project and Excel, scheduling and coordinating sub trades, submittal process, project cost control and conducting regular job progression meetings.

**➤ *Projects include:***

• <u>Mt. Tabor Park</u>	\$7,000,000
28,000 s.f. multi-purpose building, 2,800 s.f. maintenance building, and a concession stand on approximately 150-acre site including 5 ball fields, 8 tennis courts and a lake with a gazebo.	
• <u>North Cobb Senior Center</u>	\$1,400,000
10,000 s.f. senior center	
• <u>West Cobb Public Library</u>	\$2,400,000
16,000 s.f. library	

**H.J. Russell & Co, Atlanta, Georgia****1995 - 1998*****Special Projects Estimator / Project Coordinator***

Responsibilities included but are not limited to material estimating, costing, blueprint take-offs, scheduling and coordinating sub trades (i.e. plumbing, electrical, mechanical and site work). Cost control and pricing of building material for hard bid purposes and contract negotiations.

**➤ *Projects include:***

• <u>Canterbury Apartments</u>	\$26,000,000
280 unit apartment complex in 2 phases for Mr. Russell's personal development	
• <u>Ambulatory Hotel</u>	\$3,750,000
4-story wood framed hotel for patients awaiting treatment	

**MM Systems Corp., Tucker, Georgia****1991 – 1995*****Project Engineer***

Manage and assist 22 field sales representatives in sixteen states. Assist architects with specification and selection of expansion joint cover styles. Calculate material take-off. Prepare and submit bid proposals.

*Product Manager for patented parking deck and garage expansion control systems:* Field supervision and training of product installers all over the country. Provide technical and specification assistance to architects and engineers.

**➤ *Projects include:***

- Olympic Stadium
- Monarch Towers
- Temple University Medical Center/Tioga
- Miami International Airport Expansion
- Hartsfield Airport Atrium Expansion

**Advantage Construction Systems, Inc., Austell, Georgia****1989 – 1991*****Project Manager***

Responsible for all aspects of project construction including take-off, preparation of proposals, contract negotiations, budget pricing, and value engineering. Made specification presentations to architects and structural engineers and assisted them in writing specifications pertaining to roof deck applications.

**➤ Personally coordinated field activities on jobsite to assure quality control****Employment Prior to 1989 available on request**

**EDUCATION & MILITARY EXPERIENCE**

**University of Alabama** **1972**  
➤ *Bachelor of Science in Engineering Sciences*

**U. S. Navy** **1968 - 1972**  
➤ 4 years active service with honorable discharge  
➤ Viet Nam Veteran  
➤ Presidential Unit Citation

**PROFESSIONAL REFERENCES AVAILABLE UPON REQUEST**