

Résumé of Qualifications

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PROFESSIONAL OBJECTIVE:

A challenging and responsible position which will utilize my acquired skills, abilities and knowledge in the areas of Project Management, CPM Scheduling, Estimating, Marketing, and Bid Preparation with a company offering career growth opportunities.

SUMMARY OF QUALIFICATIONS:

Offering experience in the San Antonio commercial construction industry with expertise in all phases of project management, CPM scheduling, estimating and bid proposal preparations and experience with marketing proposal packages, field supervision and also computer technical operations and LAN network administration.

- Possess a Bachelor of Environmental Design Degree from the College of Architecture at Texas A&M University.
- 35 years expertise in commercial construction management and CPM scheduling of projects completed on time and within budget.
- Superb organizational skills. Expertise in coordination and management of multiple projects from \$1 M to \$30 M and associated documentation.
- Excellent oral and written communicative skills. At ease in both one-on-one and group settings. Capable, effective writer.
- Computer expertise in troubleshooting, upgrades, installation and configuration of both hardware and software.
- Poised, polished individual. Dedicated and hard working. Motivated achiever. Seasoned professional who continually strives to excel.

BILL JUNG: HIGHLIGHTS OF EXPERIENCE:

7/08/05 – 6/26/09

PUGH CONSTURCTORS, INC., San Antonio, Texas

- Project Manager and/or Field Superintendent for numerous projects, including Historic Renovation of two Courtrooms on the 4th floor of the Bexar County Courthouse; Exterior renovations at the Vista Verde Plaza building for Bexar County; Alamo Community College District at San Antonio College, renovations at McAllister Auditorium, McCreless Hall and Fletcher Administration buildings; North Side Independent School District; renovations of the La Mansion Hotel on the river-walk in downtown San Antonio and interior finish out of the Renal Clinic office in Live Oak, Texas.

3/01/00 – 10/30/04

BROWNING CONSTRUCTION, San Antonio, Texas

- \$17.5 M - Henry B. Gonzalez Convention Center Expansion Project Scheduler. Create, maintain & update baseline and current CPM construction schedules using Primavera P3 and Sure -Trak software. Cost load and resource load schedule for monthly payment applications. Prepare monthly payment applications using AIA G702 and G703 forms with updated CPM schedule as backup for payment amounts requested. Prepare and submit fragnets for proposed change orders with impact analysis for contract time extensions.
- Estimating, quantity take-off, pricing, bid day summary and alternate summaries. Subcontractor analysis of inclusions and exclusions during bid day tabulation.
- Preparation of marketing proposal packages and PowerPoint presentations including requests for qualifications and requests for proposals for CM-at-Risk and sealed competitive bid projects.
- Field Superintendent for \$1 M - Jefferson High School renovations & \$5 M -Fox Tech High School music building

6/18/97 – 2/29/00

WADE CONSTRUCTION, San Antonio, Texas

- Manager of Project Information Systems
Maintain & update CPM construction schedules using Primavera Sure-Trak software. Estimating, quantity take-off, pricing, bid day summary and alternate summaries. Assisting Project Managers with shop drawings & submittals.

1974 to 1997

BARTLETT COCKE, INC., San Antonio, Texas

- Scheduling Manager 1985 to 1997
Handled implementation of standard procedures of CPM scheduling requirements for all projects. In-depth experience with CPM logic diagrams utilizing the I-J method and also Precedent method of construction scheduling techniques. Worked closely with project managers and superintendents in creation of CPM project schedules that included work activities and procurement items. Utilized software applications such as PMS-II, Primavera P3 and Sure-Trak to facilitate production of schedule progress reports, bar charts and logic diagrams. Prepared progress updates as required for payment applications and job site meetings with owners, architect and sub-contractors. Assisted in the preparation of marketing proposal packages and full graphic presentations employing various graphic software applications, HP color plotter and HP-4C color scanner.

1974 to 1997

BARTLETT COCKE, INC., San Antonio, Texas – (continued)

• Network Administrator 1992 to 1997

Served as administrator for a local area network (LAN) utilizing Novell 3.12 and 4.11 Netware in conjunction with responsibilities involving accounting, estimating, scheduling and project management. Duties included user and work group set up; assigning passwords and security protocols; installation, set up, configuration and maintenance of print server; implementation, modification and upgrades of system login script, user login scripts and shared network printers. Handled all PC technical requirements and systems analysis in regards to new acquisitions and upgrade activities for hardware and software. Qualified for computer hardware and software installation, configuration, modification and upgrade activities. Experienced with installations of motherboards, hard disks, network cards, modems, CD Rom drives, sound cards and tape back up systems. Software expertise includes installation for both stand alone and network applications.

• Project Manager

Responsibilities included preparation of job cost analyses, sub-contracts, purchase orders, insurance certificates and bonds as per project specifications. Monitored construction progress schedule; organized job site meetings with architect and owner representatives; received proposal requests as well as requests for information from sub-contractors and suppliers; and handled change orders. Maintained all project documentation and coordinated with affected parties for aforementioned areas.

• Superintendent

Duties involved field supervision and coordination of scheduled work, per contract documentation, with owner, architect, engineers, sub-contractors and material suppliers. Specific area of focus entailed interior finish-out projects.

• Estimator

Prepared estimates including quantity take-offs utilizing digitizer and computer software. Performed set up of bid-day summary and alternate summary pricing spreadsheets with Lotus 123. Notified sub-contractors and suppliers and requested bid proposals via BID-FAX software. Produced bid proposal requirements such as bid-bonds, sub-contractor lists and handled delivery of bid proposals.

• Project Engineer

Assisted project manager and superintendent in managing project engineering aspects, coordination and project supervision. Received on the job formal training in corporate operations, procedures and policies.

EDUCATION AND TRAINING:

Bachelor of Environmental Design Degree, Texas A&M University College of Architecture, College Station, Texas. Class of 1974.

COMPUTER EXPERTISE:

Software:

Windows 98, Windows XP, and Windows NT 4.0 Server, Windows NT 4.0 Workstation, Novell Netware, Lotus 123, Microsoft Office 2000 & 2007, Excel, Word, PowerPoint & Outlook, Freelance Graphics, PageMaker, PC Anywhere, BID-FAX, WordPerfect 6.0a, Norton Utilities, digitizer, Primavera Sure-Trak, P3 and Expedition scheduling and contract management applications.

Hardware:

Tape Backup , CD Rom, Sound Cards, Network Cards, Print Server , Color Plotter, Color Scanner, Motherboards, Hard Disk Installation and Format.

REFERENCES:

Available upon request.