

JAY DRAKE

****Construction Project Coordinator | Superintendent | Quality Control Inspector****

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 100% Remote |  Immediate Start

SUMMARY

Construction professional with 3+ years as a Superintendent managing \$3–5M residential portfolios and 8–12 simultaneous builds. Currently a Quality Control Inspector for AT&T fiber installations. Bachelor's degree in Graphics and Multimedia Design. Seeking a remote construction coordinator, estimator, or plan review role where scheduling, documentation, and vendor coordination expertise can deliver immediate value.

CORE SKILLS

****Construction Management****

- Project scheduling and timeline coordination across multiple sites
- Subcontractor management and trade coordination
- Budget oversight and cost control for \$3–5M portfolios
- OSHA compliance and safety documentation
- Digital inspection reporting and photo documentation
- Contract administration and change order review

****Quality Control & Inspection****

- Fiber optic installation spec compliance (AT&T)
- Field inspection and deficiency documentation

- Corrective action coordination with installation crews
- Digital log maintenance and compliance reporting

****Technical & Design****

- AutoCAD familiarity (asset for plan review roles)
- Adobe Creative Suite (Photoshop, Illustrator, InDesign)
- Microsoft Office Suite (Excel, Word, PowerPoint, Outlook)
- Procore, Bluebeam, PlanSwift (willing to learn/train)
- Digital documentation systems and cloud-based file management

****Administrative****

- Calendar and schedule management
- Vendor and supplier procurement coordination
- Client communication and status reporting
- Multi-project organization and prioritization

EXPERIENCE

Quality Control Inspector — Ansco & Associates (AT&T Fiber)

****Georgia | Dec 2025–Present****

- Perform field inspections on fiber optic installations ensuring AT&T spec compliance
- Document deficiencies with photos and coordinate corrective action with crews
- Maintain digital inspection logs and compliance documentation
- Communicate findings to project managers and installation teams

Construction Superintendent — Dream Finders Homes

****Bluffton, SC | Feb 2022–Mar 2025****

- Directed 8–12 simultaneous residential construction projects (\$3–5M portfolio value)

- Coordinated subcontractors, supply chains, and trade schedules across multiple sites
 - Managed project timelines from foundation to final walkthrough
 - Delivered 100+ homes on time and on budget
 - Maintained OSHA compliance and safety standards across all active sites
 - Trained builder teams on quality standards and digital documentation tools
 - Reviewed contracts, change orders, and purchase orders for accuracy
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EDUCATION

****B.S. Graphics and Multimedia Design**** — DeVry University, Decatur, GA

CERTIFICATIONS & TRAINING

- OSHA 30-Hour Construction (current)
 - Procore Fundamentals (can complete within 1 week if required)
 - AutoCAD/Revit (familiar; willing to complete refresher training)
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WHY REMOTE WORKS FOR ME

- Deep experience with digital documentation and cloud-based project management
 - Self-directed and organized — managed 12 simultaneous projects with minimal oversight
 - Clear written communicator — all inspection reports and schedules documented digitally
 - Available immediately and equipped for full-time remote work
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References available upon request.