

# George LeCrenn

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## OBJECTIVE

To obtain a position where my Construction Management, Sales, Real Estate, and Mortgage Finance experience can be effectively utilized to improve operations and contribute to company profits.

## EDUCATION

B.S. Construction Management, California State University Chico, 1998

## WORK EXPERIENCE

### 1. Owner/Real Estate Broker/Realtor

#### **George Le Crenn & Associates**

San Diego, Ca

3/01-12/05

Helped clients to buy and sell homes and assisted buyers to procure financing. Set up a listing farm and developed and executed a detailed marketing plan. Advertised in local newspapers and did direct mail postcards. Researched and analyzed economic and local market conditions, key indicators, and other factors affecting the market.

### 2. Project Manager- Site & Innovative/Decorative Concrete

#### **T.B. Penick & Sons, Inc.**

San Diego, Ca

6/03-6/04

Managed site and decorative concrete projects in accordance with pre-established schedules, budgets, contract documents, and procedures. Kept complete and accurate records and priced change orders as required for each project. Tracked job costs during construction for reconciliation at completion. Provided strong leadership, organization, communication, problem solving, and project management skills to get the projects done on time and under budget. Maintained contact and developed relationships with clients. Monitored field construction progress, scheduling, and performance decisions. Reviewed and negotiated subcontract agreement terms and conditions. Submitted monthly progress payment billings and followed up to ensure timely payment. Prepared and submitted all required submittals, RFIs, and project correspondence as necessary. Prepared warranty documentation, closeout package, and followed up on final retention payment. Participated in project coordination meetings to resolve problems and find practical win-win solutions.

#### **Projects**

- **Sea World Journey to Atlantis:** San Diego, Ca  
**Contract Amount:** \$300K  
**Description:** 10,000 Square feet of decorative concrete.
- **Catellus Infrastructure:** San Diego, Ca  
**Contract Amount:** \$300K  
**Description:** 5 city blocks of curb and gutter and some sidewalks, cross ramps, and drive ramps.

### 3. Project Engineer

#### **Swinerton Builders, Inc.**

San Diego, Ca

6/02-6/03

Worked closely with and assisted project team: PM, Superintendent, Site Administrator. Monitored and coordinated daily on-site construction activities, prepared foreman's meeting and owner's meeting agenda, notes, and minutes, tracked design changes, posted changes to record set drawings, distributed changes to subcontractors, requested and reviewed pricing, prepared and presented change orders to owner, reviewed and processed RFIs and submittals, prepared scope of work for subcontracts, organized coordination meetings to resolve jobsite problems, monitored and enforced site safety policies, took progress photos, added energy and enthusiasm to the project team.

#### **Projects**

- **California Coast Credit Union:** San Diego, Ca  
**Contract Amount:** \$10.5 Million  
**Description:** 100,000 Square foot 4 story structural steel office building core and shell and 2 levels of tenant improvement.
- **Kaiser Permanente:** Otay Mesa, Ca  
**Contract Amount:** \$10 Million  
**Description:** 30,000 Square foot tenant improvement and a 200,000 square foot cast in place parking structure.

#### **4. Loan Officer/Realtor GNT Financial, Inc.**

La Mesa, Ca  
5/01-5/02

Aggressively pursued sales leads, interviewed borrowers to determine their needs and options, input borrower information into Point software, analyzed borrower applications and credit reports to prequalify for loan programs, evaluated, chose, and presented loan products and programs, submitted loans for conditional approval, coordinated with loan processor and borrower to obtain documents needed for loan doc conditions, monitored process to ensure smooth transaction and timely closing, followed up with borrowers, heavy customer service emphasis, experienced in conforming, subprime, HELOCs, seconds, fixed, ARMs, refinance. Helped buyers to find and purchase homes.

#### **5. Realtor Coldwell Banker**

Los Gatos, Ca  
5/00-2/01

Interviewed and determined prospective buyers needs, coordinated with lenders to obtain financing, researched properties, drafted contracts, conducted negotiations, worked with loan officer and escrow to ensure smooth transaction to closing.

#### **6. Project Engineer PCM3, Inc.**

San Jose, Ca  
1/00-12/00

Created contractor database, organized and directed job bid solicitation, conducted public bid openings, prepared job contracts, planned and conducted preconstruction meetings, coordinated subcontractor's jobsite office & Connex box arrangement, monitored on-site construction activities, created, maintained, & updated job schedule, reviewed & submitted change orders & Rfi's, wrote daily reports, contributed to weekly jobsite meetings, monitored and enforced jobsite safety, coordinated subcontractor's on site activities, attended and contributed to owner meetings.

#### **Projects**

- **Terrell Elementary:** San Jose, Ca  
**Contract Amount:** \$225K

**Description:** Elementary School renovation, plumbing, electrical, HVAC, roof, flooring.

- **Hester Elementary:** San Jose, Ca  
**Contract Amount:** \$250K  
**Description:** Elementary School renovation, plumbing, electrical, HVAC, roof, flooring.

## 7. **Project Engineer**

### **Largo Concrete, Inc.**

Campbell, Ca

6/98-12/99

Worked in teams to produce cost estimates, coordinated with general & subcontractors, arranged meetings and agenda, produced short interval schedules, prepared, tracked, & organized submittal schedules, RFI's, change orders & monthly billings, monitored progress & prepared production reports, monitored & streamlined work activities, procured materials, equipment, & supplies, wrote daily reports, drafted job contracts, maintained employee database, tracked invoices & misc. paperwork, created & updated progress payment billing schedules, priced additional work activities, created on site safety plans, monitored jobsite safety, performed layout, stripped formwork, helped out during concrete pours.

### **Projects**

- **One Embarcadero South:** San Francisco, Ca  
**Contract Amount:** \$5 million  
**Description:** 14 story, twin tower cast in place concrete condominium.
- **Woodfin Suites Hotel:** Emeryville, Ca  
**Contract Amount:** \$3.5 million  
**Description:** 12 story, cast in place concrete hotel.

## **COMPUTER SKILLS**

- Microsoft Windows & Vista Operating Systems
- Microsoft Office: Word, Excel, Access, Power Point, Outlook
- Scheduling: Microsoft Project, Primavera Suretrak
- Typing Speed: 60 wpm