

Jody A. Hunt
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Experience

DONNYBROOK HOMES, Inc. June 1991 - June 2007
Marietta, GA

Design Manager June 2002 – June 2007

- Responsible for the entire Design department.
- Responsible for developing complete construction drawings, from conceptual to finalization, for the purpose of house construction.
- Projects range from 2,000 – 5,500 sq. ft.
- Met with clients to develop their custom home.
- Managed up to 30 different projects, at various development stages, at any given time.
- Managed up to 5 subcontract drafters/designers at any given time.
- Drawings included 4 elevations and a roof plan, all necessary floor plans, electrical plans, I-joint & beam layouts, a site plan, kitchen & bath layouts, and miscellaneous interior detailed elevations.
- Performed field inspections, at various stages, to make sure houses matched the plans
- Generated all plans in 3D for the purpose of creating an accurate material take-off.
- Maintained any symbols, definitions, and formulas for Softplan and Softlist.
- Created clean floor plans to be used on the company website and marketing brochures.
- Organized plan folders, storage, and archives.
- Updated and distributed the Design Schedule weekly (Projected Construction starts).

Project Finish Manager August 1998 – June 2002

- Took over houses at framing stage and completed them through punch-out, for house closing.
- Houses range from 2,000 – 5,500 sq. ft.
- Met with clients, as needed, during house construction.
- Participated and involved with the construction stages before framing.
- Managed and scheduled subcontractors and material deliveries throughout house construction.
- Performed various construction tasks as needed
- Created floor framing plans by hand.
- Miscellaneous estimating and take-offs - framing, roofing, siding and cornice, etc.
- Pulled all permits, including all necessary documents.

Internship and Punch-out man

January 1995 – August 1998

- Internship as a Finish Manager, June – August 1998.
- Continued to work as punch-out man during college breaks.

Punch-out man

June 1991 – January 1995

- Punch-out houses as they reached the closing stage.
- Performed various construction tasks as needed - framing, drywall, electrical, etc.
- Responsible for keeping houses clean throughout construction.

Education

Georgia Southern University

Statesboro, Georgia

Bachelor of Science in Construction – August 1998

Minor in Business

Skills, Memberships, Certifications

Computer Skills:

Proficient with Windows including:

Softplan	MS Office
SoftList	MS Project
Softview	MS Outlook
Softplan Review	Adobe Photoshop
FASTBeam	Adobe Illustrator
QuickBooks	

Familiar with:

Master Builder	Paint Shop Pro
Buildtopia	DataCad

Memberships:

AIBD member since 2006

Professional Certifications:

Completed CPBD (Certified Professional Building Designer) certification in September 2007, waiting on test results

References available upon request