

Jody A. Hunt
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Experience

SEC DRAFTING AND DESIGN, Inc. June 2007 – Present
Marietta, GA

- Provide drafting and design services to general contractors and homeowners. Projects include residential, remodeling, and light commercial projects.
- Create full custom sets of construction working drawings, per each client's specific needs.
- Create marketing materials of the drawings, as needed for the clients.

TELOS CORPORATION, Inc. May 2008 - August 2008
Honolulu, HI

Estimator and Designer

- Created estimating template for the company to match with accounting tracking.
- Estimating for new and remodel light commercial and residential projects.
- Project Engineer for book store conversion project.
- Created drawings for light commercial and residential new and remodel projects.
- Developed full set of construction drawings for new residential project; plans were stamped by a structural engineer.

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

Design Manager June 2002 - June 2007

- In charge of the entire Design department.
- Developed complete construction drawings, from conceptual to finalization, for the purpose of house construction.
- Projects range from 2,000 – 5,500 sq. ft.
- Held meetings with clients to develop their custom home.
- Simultaneously managed up to 30 different designs, at various development stages.
- 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-joist & beam layouts, a site plan, kitchen & bath layouts, and 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

- Completed houses from framing stage 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.
- Certified each house with Earth Craft (Green House).
- Performed various construction tasks as needed - framing, punch-out, etc.
- Created floor framing plans (I-joint layouts) and various plan changes 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

June 1991 - August 1998

- Internship as a Finish Manager, June – August 1998.
- 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	SoftList	Softview
Softplan Review	MS Office	MS Outlook
MS Project	Adobe Photoshop	Adobe Illustrator
FASTBeam	QuickBooks	

Familiar with:

Master Builder	Paint Shop Pro
Buildtopia	DataCad
AutoCad 2007	Revit9

Memberships:

AIBD member since 2006

Professional Certifications:

CPBD (Certified Professional Building Designer)

References available upon request