

Jonna E. Caspar

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Business and Design Skills and Knowledge

- Architectural design and drafting
- Construction management and administration
- AutoCAD, Chief Architect, REVIT, Google SketchUp
- Specification writing
- Project feasibility assessment
- Budget creation and cost tracking
- Bidding and contract agreements

Education

AAS, Architectural Design and Drafting (20XX)
Portland Community College, Portland, Oregon

Architecture courses (20XX – 20XX)
University of Oregon, Eugene, Oregon

Relevant Professional Experience

Designer/Builder/Developer (20XX – 20XX)
J&K Contracting LLC; Portland, Oregon

Project Manager (20XX – 20XX)
Pacific Western Homes Inc.; Portland, Oregon

Construction Superintendent (20XX – 20XX)
Claremont Development Co.; Beaverton, Oregon

Other Work Experience

- Skilled Finish Carpenter and Framer, commercial and residential
- Skilled Remodeler-commercial and residential (demo, carpentry, tiling, plastic laminate, vinyl flooring, cabinets, drywall, painting and finishes, roofing, foundations, minor plumbing and electrical)
- Shipwright, Finish Carpentry (54 ft. Ketch)
- Pole barn and arena construction
- Landscape design and construction
- Stained glass window design and assembly