

# Justin B. Letbetter

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## EDUCATION

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### Texas A&M University, Mays Business School

*Master of Business Administration*

College Station, Texas

December 2023

### Texas A&M University, Mays Business School

*Bachelor of Science in University Studies – Business*

*Minors in Leadership in Construction Management and Economics*

College Station, Texas

December 2021

## EXPERIENCE

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### Caldwell Companies

*Temporary Project Manager, Residential Development*

Houston, Texas

January 2022 - July 2022

- Developed project plans by creating and prioritizing timelines, coordinating between architects and engineers to convey expectations while considering project goals, necessary steps, and required resources, and scheduled tasks for completion within timelines created to develop a quality product
- Managed 3 projects and multiple tasks by coordinating, contracting, inspecting, and ensuring pay for contractors utilizing time management, delegation, teamwork, direct supervision, and written communication skills to ensure high quality and on-time delivery
- Allocated resources based on direct supervisor priorities, estimated timelines, and completion dates concerning staff, materials, and budgetary allowances by negotiating and awarding contracts with contractors to complete projects within estimated budget and allow for 20% ROI
- Negotiated with 25+ vendors and contractors to secure favorable quotes and contracts for supplies and labor; resulting in a reduction of costs by 15%

*Project Manager Intern, Residential Development*

June 2018 - February 2020

- Monitored performance by tracking timelines annotated in contracts and inspecting projects per engineering drawings and upper management guidance on proforma timelines; maintained continuous communication with onsite inspectors, engineers, and contractors to meet weekly goals and objectives
- Coordinated tasks to create a viable timeline allowing no overlapping work and minimal delay, assigned contractor work after bidding negotiation and contract creation to complete projects per civil and structural engineering plans
- Researched central project issues through publicly sourced information, videos, and subject matter experts to prepare concise weekly summaries and recommendations for resolution of issues for supervisors
- Proposed or approved modifications to project plans for presentation in weekly reviews with direct supervisor and quarterly inspections with the CEO and Vice President of Residential Development

### United States Marine Corps

*Shop Manager/Armory Supervisor*

Camp Pendleton, California

May 2013 - May 2018

- Implemented a new operating procedure utilizing technical manuals, personal military maintenance knowledge, and communication with superiors to create guidelines for proper time management, proficiency in maintenance, and proper accountability for over \$5.5M of equipment passing annual inspections, earning a Naval Achievement Medal
- Created programs and developed processes to correct deficiencies identified in annual inspections by using technical manuals and subject matter experts; trained members to utilize program to increase the efficiency of maintenance and accuracy of logistics for 100% of equipment in use
- Produced and directed operations team training by utilizing standardized technical manuals and supervisor input to create training programs and increase critical thinking using simulated machinery faults and problems to increase job efficiency and Mission Readiness of members

## SKILLS, ACTIVITIES & INTERESTS

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**Skills:** Microsoft Office Suite

**Activities & Interests:** Travel and culture immersion, avid reader, scuba diver, traveling, theatre, museums