



Kristen Pellegrin

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1220 Normandy Drive. BR, LA

## **EDUCATION**

**Louisiana State University, E.J. Ourso College of Engineering**

Baton Rouge, LA

**Bachelor of Science in Construction Management, Minor in Business Administration**

December 2008

## **WORK EXPERIENCE**

### **COO OF HOUSEHOLD**

June 2015 - Present

### **CAIN CONSTRUCTION & DESIGN**

New Orleans, LA

#### **Estimator**

April 2015 - June 2015

- Responsible for conceptual and preliminary budgeting
- Solicit pricing and quote information from subcontractors for bid packages
- Calculate take-offs for plans and specifications to estimate residential and commercial construction projects
- Estimate preparation

### **F.H. MYERS CONSTRUCTION CORP.**

New Orleans, LA

#### **Assistant Project Manager**

September 2012 – January 2015

- Projects ranging from \$1M - 9M, Rouquette Lodge, Metairie Manor, HDR Engineering, St. Michael's Special School, Divine Mercy Church, Divine Mercy Parish Center, Hilti, Inc.,
- Subcontract, change order, and purchase order administration
- Submittal review and approval
- Administered and chaired Owner, Architect, Contractor, and Subcontractor conferences, including the generation of agendas and minutes
- Created and maintained project schedule with Primavera 6
- Developed and reviewed project pay application

- Reviewed and calculated job cost projections
- Routine site visits for coordination, quality control, and continuous punch out
- Maintained correspondence between Owner, Architect, and Subcontractors
- Estimating and value engineering of hard bid and negotiated projects

#### **WOODWARD DESIGN + BUILD**

New Orleans, LA

##### **Temporary Contract Estimator**

July 2012 - September 2012

- Assist Director of Research & New Initiatives with the estimate preparation of a \$120M+, multi-family complex
- Able to prepare cost estimate based on schematic design drawings
- Quantity takeoff using PlanSwift On Screen Takeoff

#### **JAMES R. VANNOY & SONS CONSTRUCTION COMPANY, INC.**

Anderson, SC

##### **Assistant Project Manager**

October 2010 – May 2012

- Projects ranging from \$5M-\$80M Lowe's Home Improvement, Academy Sports, Dick's Sporting Goods, Harris Teeter, Ingles Markets, Hendrick Automotive Group, The Guardian Center
- Assisted senior project manager in solicitation and receipt of bids, analyzed subcontractors bids, prepared and submitted owner RFP on bid day
- Maintained document control for RFP's, RFI's, subcontract administration, change order documentation, purchase orders and subcontractor supplemental instructions through duration of the project
- Preparation of Closeout Documentation for above listed projects
- Uploaded project information for Lowe's Home Improvement projects through Lowe's Link
- Submittal review and approval

#### **LEGACY CONTRACTORS OF LA, LLC / R.W. DAY & ASSOCIATES**

Baton Rouge, LA

##### **Project Engineer/Assistant Superintendent**

January 2009 – May 2010

- Managed projects as a construction project manager, and as owner's representative, on projects ranging up to \$22M
- Developed and administered contracts with subcontractors and vendors
- Maintained complete document control through request for pricing, request for information, contract administration, change order documentation, and supplemental instructions
- Maintained critical document control with all entities who share a contractual relationship with underdeveloped specifications

and contract drawings by executing Addendum's, ASI's, and Construction Directives

- Developed schedule of values and reviewed all pay applications for all construction projects
- Maintained a continuous written and photographic daily report log for current projects
- Administered and chaired Owner, Architect, Contractor, and Subcontractor conferences including the generation of agendas and minutes
- Coordinated subcontractors, field employees, and procurement of materials to maintain the integrity of the project's schedule
- Solicitation and receipt of bids for conceptual projects / value engineering as required to meet budget requirements

### **BUQUET & LEBLANC, INC.**

Baton Rouge, LA

#### **Estimating Intern**

July 2007 – December 2008

- Assisted lead estimator with RFI's, project estimates, digitized take-off's, preparing bid packages and preliminary budget plans
- Initiated and communicated with all Subcontractors, Architects, Engineers and Owners while maintaining the proper hierarchy and professional chain of command
- Solicited pricing and quote information from subcontractors for bid packages
- Calculated take-offs for plans and specifications to estimate commercial construction projects

### **VOLUNTEER**

#### **LE BONHEUR CHILDREN'S HOSPITAL**

Memphis, TN

#### **The Le Bonheur Club**

November 2015 - March 2016

#### **THE ASSOCIATION OF JUNIOR LEAGUES INTERNATIONAL**

New Orleans, LA

#### **Junior League of New Orleans**

March 2013 - August 2015

### **SKILLS**

Canva, Social Media Platforms: Instagram, Facebook, Twitter, PlanSwift Professional Estimating Primavera 6 Scheduling, SureTrak Microsoft Word, Excel, Powerpoint