

Jordan Miller

Educational Facilities Project Manager

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Educational Facilities Project Manager with 7 years of experience executing K–12 and university capital improvements. Skilled in budget oversight, phasing for academic calendars, and coordinating MEP upgrades with minimal classroom disruption.

Key Skills

- Academic phasing & scheduling
- Capital-funding liaison
- CMAR contract administration
- Off-hours MEP coordination

Professional Experience

Educational Project Manager , Scholastic Build Group , Boston, MA
August 2015 – Present

- Managed 10 school modernization projects (\$2M–\$12M) on summer break schedules.
- Phased MEP upgrades to occur in off-hours, maintaining 100% instructional days.
- Partnered with state education boards to secure 90% of requested capital funding.

Project Engineer , Campus Construction Services , Boston, MA
June 2012 – July 2015

- Developed phasing plans aligned to semester calendars, reducing downtime by 80%.
- Administered CMAR contracts, controlling cost variances within 2%.

Education

Boston College , Chestnut Hill, MA
Master of Education in Educational Leadership
May 2012

Boston College , Chestnut Hill, MA
Bachelor of Science in Building Construction
May 2010

Certifications

Certified Educational Facilities Professional (CEFP) , Association for Learning Environments, August 2014