

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