



## Qualifications

- o Over 12 years experience in the construction industry consisting of private and public works projects including local and federal government agencies, educational, and commercial construction
- o Experience with shared governance, end user groups, and oversight committees
- o Skilled in development of marketing materials, fundraising, special events planning, and community outreach

## Certifications

- o Construction Management Certificate – University of California Riverside

## Profile

Michelle Kelcher Judkins has over twelve years of experience in the construction industry. She manages all aspects of project delivery and company operations.

As a forward-thinking and hands-on Project Manager, Michelle ensures efficient project delivery on multiple concurrent and complex projects. She fosters teamwork and effective communication between all stakeholders, working closely with the owner, architect, engineers, and construction team throughout project completion.

## Experience

### **Colorado West Construction, Temecula, CA**

As Project Manager, Michelle supports our clients and construction teams to meet or exceed project goals regarding quality, budget, and schedule. This includes the following:

- o Business development and client relationship management
- o Review of project plans and specifications, scheduling constraints, value engineering, and potential construction coordination issues
- o Creating detailed phasing plans and schedules to allocate resources and coordinate with subcontractors, vendors, owner's reps, and design team to achieve successful project completion within given time frames
- o Proactive project reporting and monitoring
- o Oversees the processing of submittals, requests for information, shop drawings, substitution requests, change proposals and change orders.
- o Manage project costs to ensure budgets are maintained as well as document and manage changes in the work to ensure the interests of all stakeholders
- o Ensure that all aspects of the project are compliant with all contract terms and legal requirements that govern the project
- o Document substantial completion and manage the closeout process to ensure timely completion
- o Maintaining a complete and accurate set of contract documents
- o Maintains adherence to CWC's standards of safety

## Projects

- o Target Temecula T-0359 - Remodel & Expansion
- o Target Pico Rivera T-1425 - Remodel
- o Smart & Final Azusa - New Construction
- o Smart & Final Corona - New Construction
- o Smart & Final Oxnard - New Construction
- o Multiple Smart & Final Tenant Improvements/Remodels

## **Experience (Continued)**

**Seville Construction Services, Inc., San Diego, CA**

**Southwestern Community College District**

**Prop AA (\$125M) & Prop R (\$389M)**

As Program Coordinator, Michelle was involved from the initial inception of project through design development until project is 100% punched out and certified by DSA. This included the following:

- Requests for Proposals (RFP's)/Requests for Qualifications (RFQs)
- Hard Bid process including advertisements, pre-bid meetings, bid response document review, approvals, and initiating agreements/notices to proceed
- Governing Board Agenda/Enclosures
- Contracts (document control)
- Project close-out and DSA close-out

### Projects

- Modernization of Building 550 and 560
- Modernization of Building 570 and 510
- National City Learning Center Upgrades
- Support Services Center Upgrades
- Misc. Improvements Campus Wide

**Construction Testing & Engineering, Escondido, CA**

As Marketing/Estimating Manager, Michelle assisted in the creation of marketing materials and accurate cost proposals which included:

- Prepared responses to Requests for Proposals (RFP), and Statement of Qualifications (SOQ)
- Maintaining companywide Customer Relationship Management (CRM) database
- Creating corporate resumes for key personnel
- Creating project experience profiles
- Identified and vetted potential projects

**Ralph Gonzales Consulting, Escondido, CA**

As a Project Coordinator, Michelle was responsible for directing, organizing and controlling project activities, under the direction of the Civil Engineer of Record. This included the following:

- Tracking of projects with weekly progress reports
- Create contracts and change orders to ensure proper scope of work and estimated fees
- Researching properties to find the land use, zoning information, slope density, etc.
- Complete engineer's cost estimates for county and city agencies
- Process and complete land development applications for the County of San Diego and various surrounding cities
- Coordination with utility companies and fire departments