



Jaxon Beltran

Project/Program Manager

📞 (703) 555-0123 ✉️ jaxon.beltran@example.com

🌐 linkedin.com/in/jaxonbeltran 📍 123 Main St, Springfield, VA 22150

STRENGTHS

- Effective Communication**
Regularly facilitated clear dialogues among team participants, fostering collaboration and swift decision making.
- Risk Management**
Identified potential project risks early on and proposed mitigation strategies that safeguarded project integrity.
- Problem-Solving**
Developed effective solutions amidst challenges, making significant contributions to timely project deliverables.
- Vendor Management**
Nurtured relationships with vendors, resulting in improved compliance with established procedures and reduced costs.
- Safety Compliance**
Strived for continuous adherence to safety protocols, thereby promoting a secure work environment for all.

SKILLS

- Project Management
- Data Center Operations
- Vendor Management
- Risk Assessment Microsoft Office
- Team Coordination
- Safety Compliance
- Communication Skills
- Technical Drawings
- Troubleshooting Problem-Solving
- Renewable Energy Integration
- Building Systems Understanding

SUMMARY

Experienced Project Manager with over five years in on-site construction trades, predominantly handling mechanical and electrical systems. A proven track record involves executing Data Center projects while upholding stringent safety standards. Skilled in leading multi-disciplinary teams and engaging effectively with stakeholders to drive project completion within stipulated timelines. Strong advocate for compliance, risk management, and operational excellence. Current focus on leveraging innovative project strategies to enhance energy efficiency and performance in data-intensive environments.

EXPERIENCE

Project Coordinator

University Project 📅 January 2025 - Present 📍 Remote

Oversaw key aspects of a university capstone project focused on optimizing Data Center power management solutions. Managed documentation and communication efforts to ensure alignment with project goals and timelines. Collaborated across disciplines to integrate innovative practices.

- Implemented strategies for reducing energy consumption in Data Centers through design optimizations.
- Facilitated daily briefings, aligning team direction toward safety and project objectives.
- Streamlined vendor procurement which enhanced material delivery timelines and cost-efficiency.
- Leveraged Microsoft Office for comprehensive reporting and tracking project milestones, ensuring transparency.
- Presented project insights to faculty and industry experts, demonstrating scalability potentials.

Research Assistant

Tech Lab 📅 September 2024 - December 2024 📍 Springfield, VA

Supported research initiatives centered around renewable energy applications in Data Center designs. Engaged with technical evaluations and contributed to strategic development for harnessing newer technologies.

- Analyzed existing building systems drawing to identify potential areas of improvement in electrical setups.
- Shared constructive feedback with team members on resolving any emerging issues during ongoing experiments.
- Engaged actively in multi-disciplinary teamwork that led to tangible recommendations for improving resource utilization.
- Documented significant findings, enhancing the laboratory's knowledge repository through detailed reports.
- Contributed ideas that promoted environmental sustainability practices within operational protocols.

LEADERSHIP & AWARDS

- Dean's List, 2024
- Academic Excellence Award in Engineering, 2023

EDUCATION

Bachelor's Degree in Engineering

Springfield University 🎓 GPA: 3.8 📅 2025 📍 Springfield, VA

Coursework: Construction Management, Electrical Systems, Project Planning, Mechanical Systems

Service Quality Improvement

Energy Efficiency

Compliance Standards

LANGUAGES

English Native

Spanish Proficient

MY CAREER



● Project Coordinator at
University Project (1.4 Years)

● Research Assistant at Tech
Lab (3 Months)

CERTIFICATIONS

- NFPA70E Certification 📅 2026
- Program Management Professional (PMP) Certification 📅 2026
- OSHA-30 Certification 📅 2026

TECHNICAL SKILLS

- **Project Management Tools:** Trello, Microsoft Teams, Asana
- **Construction Standards:** OSHA Regulations, NFPA Guidelines, ISO 9001
- **Documentation Software:** Microsoft Word, Excel, PowerPoint
- **Data Analysis Tools:** Excel, Tableau, Python
- **Electrical Systems Knowledge:** Low Voltage, Power Distribution, Circuit Design
- **Mechanical Systems Best Practices:** HVAC Systems, Chillers, Cooling Towers
- **Risk Assessment Methods:** AVO Method, Hazard Review, Job Safety Analysis
- **Engineering Software:** AutoCAD, Revit, SketchUp
- **Energy Efficiency Techniques:** LED Optimization, Thermal Management, Renewable Integration
- **Communication Tools:** Slack, Zoom, Microsoft Outlook

PROFESSIONAL AFFILIATIONS

- Member, Engineering Student Association, 2023 - Present
- Participant, University Hackathon, 2024

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST