

# CHASEN CHACON

## DETAILS

### ADDRESS

San Francisco

### PHONE

6508622209

### EMAIL

chasenchacon@gmail.com

## SKILLS

Leadership

Communication

Problem Solving

Adaptability

Time Management

Microsoft Office

Ability to Work Under Pressure

Ability to Work in a Team

## LANGUAGES

Spanish

● ● ● ● ○

English

● ● ● ● ●

## PROFILE

Skilled construction professional with 7+ years of experience in all aspects of project management, with a focus on budget compliance, project efficiency and client satisfaction. Proficient and skilled communicator who prioritizes teamwork and interpersonal relationships. Bringing forth a personal athletic journey that has helped me become a more engaged, introspective and proactive leader.

## EMPLOYMENT HISTORY

### Project Engineer, Vance Brown Builders

San Francisco Bay Area

Aug 2018 — Present

- Coordinate with 25+ vendors and contractors to ensure materials are delivered on-time and within budget
- Develop and maintain a database to track all project tasks and milestones, providing visibility into progress for project client
- Monitor project progress and identify potential risks, enabling proactive problem-solving to prevent delays
- Draft and process subcontractor contracts, RFIs, submittals and change orders
- Lead weekly production and operations contractor meetings, facilitating stronger communication and helping to resolve critical issues
- Communicate and coordinate directly with owners/clients to ensure successful project completion
- Work directly with internal and external stakeholders to ensure feasibility of project and planning documents

### Pitcher Timings Intern, Inside Edge

Remote

Mar 2023 — Sep 2023

- Watched and broke down multiple aspects of a pitcher's delivery using Inside Edge technology to provide valuable data to Major League clubs
- Analyzed full major and minor league baseball games to identify pop times, first pitcher move, pitcher release point and point of contact.

### Assistant Tennis Coach, EPATT

Stanford, CA

Feb 2020 — Mar 2020

- Instructed and coached groups of 10+ players on the proper technique for all strokes and positioning for singles and doubles play
- Developed training and practice sessions to help players develop their technique and improve their performance

### Project Intern, Vance Brown Builders

Palo Alto

Jan 2015 — Aug 2017

- Communicated with subcontractors and business owners on multiple athletic facility projects at Stanford University for the football and golf teams
- Worked directly with educators, corporate companies and athletic teams at Stanford University
- Assisted project engineers with tracking and organizing submittals and RFIs from subcontractors

- Acquired, edited and submitted close-out documentation for several university projects at Stanford, as well as corporate projects for LinkedIn and Mercedes

## EDUCATION

---

### **Business Administration, Guilford College**

Greensboro

Aug 2014 — Jun 2018

- Minored in Money/Finance
- 4 year member of Guilford College's Division III Varsity Men's Tennis Team