

# Scott Baragona



125 Hampton Cove  
Boerne, Texas 78006

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Phone: (210) 838-5461  
Email: sbaragona@gvtc.com

## ◆ OBJECTIVE

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- A Construction Management Position with a company that will help me to continue my education in the understanding and knowledge of the construction industry.

## ◆ EDUCATION

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- **Bachelor of Science, Construction Engineering Technology,** May 2003  
The University of Southern Mississippi; Hattiesburg, Mississippi
- **Associate in Applied Science, Computer Aided Design and Drafting Technology,** May 2000  
Northeast Mississippi Community College; Booneville, Mississippi

## ◆ WORK HISTORY

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- **Medallion Homes; San Antonio, Texas**  
**Estimating Manager,** Duties: Oversight of the Estimating Department, Maintenance of FAST Builder System software used for Estimating, Accounting, Scheduling, Customer Care and Marketing. Maintenance of Pocket FAST, a scheduling tool that provides our superintendent's with direct access to our FAST database through a Palm handheld device. Production of option estimates within a database to provide reliable estimates for each option, Production of new plan estimates within a database to provide reliable estimates for budgeting of lot specific jobs, Production and maintenance of Design Center option price books and community plan price books, Answering questions from Sales Agents, Superintendents or Design Center Staff about options to our plans, Creation of regularly scheduled price/cost analysis reports, Creation of lot specific budgets for each house built, Priced change request for customer review and also processed change orders into the lot specific budgets and making changes to vendor purchase orders, Coordinator for receiving new framing and wind bracing plans and entering the lumber changes into an estimate database, field visits to review our framers use of materials sent according to our framing and wind bracing plans, assisted in a plan change process to make a better product for our customers and to reduce our cost of building, managing purchase order errors and variance purchase orders to correct errors in plan estimates or option estimates database, managing calls from superintendents and vendors for plan questions and variance request.  
March 2007-February 2009
- **Matthews Brothers Homebuilders; Cordova, Tennessee**  
**Data Manager/FAST Administrator,** Duties: Maintenance of FAST Builder System software used for Estimating, Accounting, Scheduling, Customer Care and Marketing. Acted as company wide help desk in regards to FAST software to determine causes, coordinate with Constellation Production Support to find corrections and to write software enhancement request when needed. Production of option estimates within a database to provide reliable estimates for each option, Production and maintenance of Design Center option price books and community plan price books, Creation of regularly scheduled price/cost analysis reports, Coordinator for major data changes and company procedures including schedule updates, new community/model homes, new lot acceptances, changes in standard specifications, job cancellations.  
November 2005-March 2007  
  
**Estimator,** Duties: Estimating cost of material and labor for each plan added to inventory database, double check of estimates already in inventory, addition of selected buyer options to lot specific estimates generated from estimated plan inventory, managing of any purchase order errors and variance purchase orders while correcting errors in plan estimate or option estimate database. Translating customer change orders into additions to estimates and purchase orders to provide field staff with needed information, material and labor to meet customer expectation.  
May 2005-November 2005  
  
**Quality Assurance Manager,** Duties: Inspections of completed homes for overall quality, Meeting with buyers to present finished product while explaining basic maintenance and warranty procedures, inspecting with buyer for completion of any punch list issues to provide buyer sign off on house and Managing Customer Care warranty calls.  
August 2004-May 2005
- **Neill Development Company, Inc.; Hattiesburg, Mississippi**  
**Superintendent,** Duties: Overseeing the entire building process of multiple houses in multiple subdivisions, including limited estimating, purchasing of materials, budget review, hiring and scheduling of trades, inspections of work performed, approval and submittal of trade invoices, warranty inspections and coordinating of trades for warranty work.  
May 2003-August 2004

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## ◆ HONORS & ACTIVITIES

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- Assisted Medallion Homes to achieve the award from JD Powers for #1 in Customer Satisfaction for the San Antonio Market 2008
- Assisted Medallion Homes to achieve the award from JD Powers for #1 in New Home Design for the San Antonio Market 2008
- Assisted Medallion Homes to achieve the award from JD Powers for #1 in Quality for the San Antonio Market 2008
- Assisted Medallion Homes to achieve the award from JD Powers for #1 in Quality for the San Antonio Market 2007
- Awarded First Place Team, Project Management, 2003 ABC Student Construction Management Competition
- Awarded Second Place Team, Over All, 2003 ABC Student Construction Management Competition
- Tau Alpha Pi National Engineering Honor Society
- Student Constructors, Student Chapter of Associate Builders and Contractors, Treasurer
- Sigma Lambda Chi Construction Honor Society
- The Construction Specifications Institute, Student Member
- National Association of Home Builders Student Chapter, Vice President
- Awarded the Associated General Contractors of America Undergraduate Scholarship

## ◆ CAREER RELATED SKILLS

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- Experienced with Crystal Reports versions 8.5 and 9 reporting software
- Intense working knowledge of Constellation's FAST Builder Management Systems software
- Working knowledge of Constellation's Pocket FAST, a scheduling tool connected to FAST database
- Working knowledge of FAST Sales, a sales tool connected to FAST database
- Completed class for ACCA HVAC load calculation using Wrightsoft design software
- Completed the 30 hour OSHA certification requirements
- Using CADD drafting skills to accurately read plans and specifications
- Experienced with the use of AutoCAD software Releases 11, 12, 13, 14, and 2000
- Construction estimating skills with Timberline software
- Construction scheduling skills with SureTrak software

## ◆ REFERENCES

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- **Christopher Zell**, President/CEO  
**Zell Real Estate LLC**  
3004 East Ravenhill Circle  
Highlands Ranch, Colorado 80126  
720-231-0314
- **Donnie Mixon Jr**, Estimator  
**Charter Builders LTD**  
1501 LBJ Freeway  
Suite 700  
Dallas, Texas 75234  
972-484-4888 ext 134  
dmixon@charter-heery.com
- **Jennifer Watts**, Executive Vice President of Business Processes  
**Hogan Homes**  
800 North Shoreline  
Suite 350 South  
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