

Jamie Rowan

Renovation contractor turned operations coordinator

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PROFESSIONAL SUMMARY

Renovation contractor and operations coordinator with over a decade of hands-on residential construction experience — kitchens, bathrooms, decks and basement finishing — combined with current scheduling and logistics work at a building supplier. Skilled at coordinating trades, managing multiple projects simultaneously, communicating with clients and suppliers, and keeping schedules tight. Holds Working at Heights certification. Brings a practical understanding of the trades and a track record of reducing missed deliveries and no-shows through straightforward process improvements.

EXPERIENCE

Owner and Lead Carpenter

May 2009 – Jan 2020

Rowan Renovations

- Ran a residential renovation business completing approximately 120 projects over eleven years, including kitchens, bathrooms, decks and basement finishing
- Quoted jobs and kept up to 8 projects scheduled concurrently
- Coordinated 3 to 5 subcontractors per project — electrical, plumbing and drywall — managing sequencing and scheduling across trades
- Read and worked from construction drawings throughout all project phases

Operations Coordinator

Mar 2020 – Present

Lakeshore Building Supply

- Schedule 15 to 25 contractor deliveries and pickups daily, coordinating yard and counter operations
- Introduced a next-day confirmation call for large orders; missed-delivery complaints dropped from roughly 6 per month to 1 or 2
- Trained 4 new counter staff on procedures and customer communication

Volunteer Shift Coordinator

Sep 2017 – Present

Northshore Community Pantry

- Schedule and brief 30 or more volunteers each week and oversee intake and food-safety procedures
- Moved the volunteer schedule into a shared spreadsheet; last-minute no-shows dropped as a result
- Organized two winter food drives that collected approximately 4 tonnes of food

SKILLS

Project scheduling • Trades coordination (electrical, plumbing, drywall) • Residential renovation • Reading construction drawings • Estimating and quoting • Homeowner and client communication • Delivery and logistics coordination • Spreadsheets (Excel, Google Sheets) • Staff and volunteer training • Inventory and ordering

EDUCATION

Carpenter Apprenticeship (in-school training) in Carpentry — Northern Trades College

CERTIFICATIONS

Working at Heights (Ontario) — Example Safety Training

WHMIS — Example Safety Training

Standard First Aid and CPR-C — Example Safety Training

INTERESTS

Community volunteering — weekly shifts at Northshore Community Pantry since 2017 • Woodworking