



# MICHAEL CLAVERIE

## Assistant Project Manager

### YEARS OF EXPERIENCE: 1

### CONSTRUCTION EXPERIENCE:

Moran Construction Consultants, LLC

2020 thru Present

Performance Contractors Inc.

2018, 2019 thru 2020

### EDUCATION:

Louisiana Tech University

### RESPONSIBILITIES:

MCC, LLC Consulting Responsibilities:

- Coordinate monthly draw packages
- Organize and manage internal filing system
- Update and maintain project logs
- Document checklist management

Performance Contractors Inc:

*Field Accounting Lead*

- Perform payroll obligations for personnel on-site
- Create billing packages for client
- Approve invoices to be paid for site
- Track cost and manhours for sites
- Track equipment

*Material laborer*

- *Track material for jobsite area*
- *Take inventory of material*