



# J P S & A S S O C I A T E S , I N C

## **Jeanette Black – Due Diligence Analyst (Plan & Cost Coordinator)**

Jeanette has just over 36 years in office management, project coordination and IT/programming experience. Her experience and diverse skill set allows her to competently and confidently work with staff and clients. Part of her role is to assist staff and clients with understanding the process and information included within the Architectural Analysis and Cost Estimate reports.

Through experience and training with JPS & Associates in plan and cost reviews, multi-family housing evaluations and inspections, Jeanette understands the role each party plays throughout the process and is able to provide clients with answers, project support and direction for their projects. Jeanette's extensive experience in the areas of client communications and coordinating projects makes her a valuable tool for JPS and our clients.

### **Summary of Relevant Experience**

- 3 years Insurance project's Team Leader experience
- 7 years Skilled Technical Writer experience
- 2 years Quality Control Supervisor experience
- 10 years Database Administrator experience
- 21 years Client/Customer Support experience
- 10 years IT Coordinator experience
- 20 years Computer Programmer experience

### **Plan and Cost Experience**

- 8 years of experience in Plan Risk Analysis for Mortgage Financing (Plan and Cost Reviews)
- HUD Map Certified as an Architectural Analyst and Cost Estimator
- HUD Lean Certified as an Architectural Analyst and Cost Estimator

### **Education**

- Attended Southwest Baptist University