Jeremias “Jeremy” Sur

Project Manager & Operations Lead · Reston, Virginia · jere.mee.as@pm.me

Operations and construction professional with six-plus years running projects from permit to punch list for a multi-state architecture and construction firm. Currently managing commercial retail buildouts across Virginia, New Jersey and Florida while leading the firm’s shift to modern digital systems. Equally comfortable in a zoning hearing packet, a trade coordination call in Spanish, or a cost reconciliation spreadsheet.

Experience

The Princeton Companies · Architecture & construction · VA, NJ, FL

Project Manager & Operations Lead — May 2026 – now

- Manage on-site delivery of Peter Millar retail buildouts in Short Hills (NJ), Tysons (VA) and Naples (FL), running electrical, lighting, HVAC, millwork and finish trades.
- Built the 84-day (60 working-day) Naples schedule from the Short Hills precedent; rotate between Virginia and Florida to keep the job on track.
- Built a subcontractor outreach tracker from email records to source trades for an out-of-state market.
- Carry permit and land-use submissions end to end: Statements of Justification, responses to county staff comments, and coordination with civil engineers on revised plans.
- Resolved an Arlington County zoning dispute over residential vs. commercial classification and lot-coverage scope on a deck replacement.
- Reconcile job costs and change orders: classify card, travel, materials and payroll charges as billable or non-billable, and track open subcontractor change orders against contract.
- Lead the firm’s operational modernization: CRM rollout, Microsoft Teams, Notion project systems and staff onboarding across three states.
- Maintain contractor licensing compliance across jurisdictions; point of contact for the agency rebuilding the firm’s website and SEO.

Associate, Project Operations & Business Administration — May 2020 – May 2026

- Managed two to three concurrent construction projects ($50K–$500K), holding scope, schedule and budget.
- Prepared job cost estimates and federal government contract bids, navigating procurement and compliance requirements.
- Digitized four years of financial records and built Excel tracking for budgets, costs and deliverables.
- Ran bilingual (English/Spanish) communication with clients and subcontractors to resolve jobsite issues.

Cresset Capital Management · Reston, VA

Office Coordinator, Client Operations & Administration — May 2023 – May 2026

- Ran scheduling and operations for a three-person advisory team serving multi-million-dollar client portfolios; coordinated 30+ client meetings a month across time zones.
- Commissioned notary public for estate planning documents, trusts and powers of attorney (about five signings a month).
- Logged transactions in the firm’s compliance system and managed domestic and international shipping of legal and tax documents.

Sunwater Institute · Research

Rights and Liberties Research Intern — Jun – Sep 2021

- Researched public policy, legal systems and regulation; built and maintained the institute’s research database.

Education

George Mason University · Schar School of Policy and Government

B.A. Government, concentration in Philosophy, Politics and Economics — May 2020

Cum laude · Dean’s List · GPA 3.63

Skills

Construction	Field project management, trade coordination (MEP, lighting, millwork, finishes), scheduling, permitting and land-use review, job costing, change orders, federal bids
Operations	Process design, CRM implementation, licensing compliance, vendor and subcontractor sourcing, multi-state coordination
Tools	Advanced Excel, Microsoft 365 and Teams, Google Workspace, Notion, Adobe Suite, SPSS; automation with Python and Zapier
Languages	English and Spanish, native fluency
Certification	Notary Public

Leadership

- President, GMU Philosophy Club: ran weekly programming and grew member engagement.
- Advisor, MidTown Educational Foundation: mentored Chicago middle schoolers through tutoring and athletics coaching.