

JIM BURTON

1 Woodridge Cir., Wimberley, TX 78676

Cell: 972-670-8781

Email: jburton66@verizon.net

PROFESSIONAL EXPERIENCE

City Of Woodcreek – Woodcreek, TX
Director of Developmental Services

2023-Present

Oversee project development for residential, commercial and public structures and resources; responsible for code interpretation, resident education, permitting review, code compliance, permit issuance, variances, and inspection of all projects within city and ETJ.

JD Burton Construction LLC – Wimberley, TX
Owner

2021-Present

Manage day-to-day construction activities and supervise field personnel and subcontractors as required to successfully complete projects on schedule and on budget. Responsible for producing quality work that meets the highest standards beginning with land acquisition through project completion.

United Built Homes – Selma, TX
Construction Superintendent

2017-2021

Coordinating and controlling all aspects of construction for new homes, from design through closing, to ensure project is safely finished on time and within budget.

McCoy's Building Supply – San Marcos, TX
Estimator

2015-2017

Provide accurate, consistent, and timely material takeoffs of residential and commercial construction projects. Prepare material lists, detailed layouts, and structural analysis based on standard and local building codes to assist sales team with proposal development. Led development of procedures, policies, and processes of a new company department.

Public School Districts – Gunter, Anna, and Lucas TX
Business Teacher/Assistant Coach

2010-2015

Classes taught include Accounting, Principles of Business, Money Matters, and Business Information Management. Sponsor for the National Honor Society program. Coached Basketball, Softball, and Volleyball.

Mekala Enterprises - McKinney, TX
President

2000-2011

Founded construction company. Directed all aspects of business operations, sales and marketing initiatives, human resources, and office management. Developed accounts resulting in generation of annual revenues totaling 3 million dollars. Managed 100+ employees and contractor staff across concurrent projects.

McKinney Truck Center - McKinney, TX
Owner

1993-2000

Founded vehicle conversion company specializing in retail, government, and wholesale customers. Managed all aspects of company operations.

Electronic Data Systems - Plano, TX
Quality Assurance Specialist

1990-1993

Researched, developed, and implemented organizational processes to ensure team efficiency. Leader on project to restructure company training programs. Conducted team building activities and developed organizational reporting.

EDUCATION

Texas Tech University - Lubbock, TX

B.B.A. - Business Administration - Degree in Marketing; Minor - Mass Communications