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BAC-10019

Contact Information

Contact Name	Jessica Newton	Home Address	
Preferred Phone		Home City	
Preferred Email		Home State	CO
Other Phone		Home Zip	
Other Email		County	CO
DOB		Hispanic or Latino origin or Descent?	No
Gender	Female	Race/Ethnicity	African American
Other Gender		Other Ethnicity	
		Salutation	Ms.
		Pronouns	She/Her

Application

Status	In Progress	Council Resolution Number	
Notes			

Board Information

Board Name	Denver African American Commission (DAAC)	Original Start Date	
		End Date	
		Other boards or commissions served	Housing Advisory Committee

Work Information

Employer		Work Address	
Position		Work City	
Business Phone #		Work State	
Work Email		Work Zip	

Additional Information

Are you a registered voter?		Objection to appointment?	No
If so, what county?		Special Information	
Denver City Council District No		Registered Lobbyist	No
Conflict of Interest Explanation		Conflict of Interest	No

Education and General Qualifications

Name of High School		Name of Graduate School	
Location of High School		Location of Graduate School	
# of Years Attended High school		# of Years Attended Graduate School	
Did you Graduate High School	Yes	Did you Graduate	
		Graduate Major	
Name of College			
Location of College			
# of Years Attended College			
Did you Graduate College			
Undergrad Major			

Reference Details

Reference Name #1		Reference Email #1	
Reference Phone #1		Reference Address #1	
Reference Name #2		Reference Email #2	
Reference Phone #2		Reference Address #2	
Reference Name #3		Reference Email #3	
Reference Phone #3		Reference Address #3	
Agree to a background check	<input checked="" type="checkbox"/>		
Owner		Created By	
		Last Modified By	

Notes & Attachments

Jess_Headshot_Pink & Black.jpg

Type	Attachment
Last Modified	Denver Integration
Description	View file

Jess_Short BIO_2024.docx

Type	Attachment
Last Modified	Denver Integration
Description	View file

Jessica Newton's Resume 2024.docx

Type	Attachment
Last Modified	Denver Integration
Description	View file

Applicants History

5/7/2025, 8:48 AM

User	
Action	Changed Status from New to In Progress.

User	Denver Integration
Action	Created.

Jessica M. Newton

PROFESSIONAL OBJECTIVE

To find a position in project management that would offer me the opportunity to utilize my broad and experienced leadership skills for an organization.

Education

- Bachelor of Arts, Organizational Management | American Pathways University | Denver, CO (8/2009)
- 10 Hour OSHA (4/2019)
- Urban Leadership Foundation Graduate (11/2016)

PROFESSIONAL EXPERIENCE

York Space Systems

Risk Management Specialist (Project Controls) | Greenwood Village, CO January 2023 – Present
SDA Programs, Link 16, Tranche 0, Tranche 2 Alpha | Mission Design, Spacecraft, Launch, Ground, and Operations

- Risk Identification, Conduct comprehensive risk assessments at each phase of the mission lifecycle.
- Identify potential hazards, vulnerabilities, and threats related to mission objectives.
- Collaborate with cross-functional teams to ensure all potential risks are considered.
- Risk Assessment, Quantify and prioritize identified risks based on their probability and impact on mission success.
- Utilize Jira, ROMB (Risk & Opportunity Management Board), risk assessment tools and methodologies to analyze complex risk scenarios.
- Provide detailed risk reports and recommendations to stakeholders.
- Risk Mitigation Planning, develop risk mitigation strategies and plans tailored to specific mission stages.
- Work closely with engineering and operations teams to implement risk controls and mitigation measures.
- Ensure mitigation plans are integrated into mission design and operations procedures.
- Risk Monitoring and Management, establish monitoring systems to track the status of identified risks throughout the mission lifecycle.
- Conduct regular risk reviews and update risk registers as necessary.
- Facilitate risk review meetings and provide timely risk status reports to stakeholders.
- Emergency Response Planning, collaborate with emergency response teams to develop contingency plans for potential mission failures or critical events.
- Conduct tabletop exercises and simulations to test emergency response procedures.
- Ensure readiness for rapid response to unforeseen emergencies during mission operations.
- Compliance and Regulatory Requirements, stay informed about relevant space industry regulations, standards, and best practices related to risk management.
- Ensure compliance with applicable regulatory requirements in risk management activities.

Jessica M. Newton

- Continuous Improvement drive continuous improvement initiatives to enhance the effectiveness of risk management processes.
- Analyze lessons learned from past missions and incorporate improvements into future risk management practices.

Vibe Tribe Adventures

Executive Director | Aurora, CO

August 2017 – Present

Outdoor Recreation & Adventure Sports | Non-Profit Management

- Functions as the primary liaison between the organization, families, outside partners (schools) Board of Directors, Advisory Board, and other constituents.
- Ultimate management responsibility for all staff members and volunteers. In charge of hiring, compensation, employee recognition, performance management decisions, oversight of training plans, ongoing performance assessments, and annual evaluations.
- Responsible for the direct supervision and development of club full-time staff, drivers, and membership clerk.
- Collaborates with Regional Operations Director to determine staffing levels and hours that best support effective club operations and program delivery.
- Develops performance objectives for direct reports; monitors performance, provides on-going and periodic feedback on performance; ensures same activities are followed by organizations management.
- Conduct regular staff meetings.
- Communicates, implements, and enforces organization's operational policies and procedures.
- Evaluates opportunities to improve club operations; designs and communicates strategies to implement improvements
- Plans for and ensures environment, programs, and services prepare youth for success. Ensures programs delivered result in positive outcomes.
- Seeks optimum use of club facilities, staff and resources to fulfill the organization's mission and strategic plan.
- Analyzes organization's needs, resources, and community demographics to identify and implement actions to optimize organization use by disadvantaged and at-risk communities.
- Analyzes and reviews organizations membership levels and average daily attendance and develops and implements strategies to increase membership. Plans and takes actions required to obtain community and volunteer support.
- Ensures Human Resources policies and procedures are communicated and followed, including recruiting, compensation, benefits, and employee relations.
- Handles crisis situations and takes action to resolve conflicts, disputes and concerns of staff, members, volunteers, and parents.
- Evaluation of programming activity and impact is regularly & consistently reviewed.
- Utilizes interns and volunteers to support organizations initiatives.
- Participate in network-wide shared learning. Share experiences and learning with VTA organization through collaborative and team opportunities.
- Encourage and promote diversity awareness and diversity of staff, volunteers, and members.

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Project Cost Controlling, Bid Calc. & Change Management
ThyssenKrupp Industrial Solutions | Greenwood Village, CO
Oyu Tolgoi Underground Mining Project | Mongolia

June 2019 - March 2020

- Perform ongoing analysis to identify problems, opportunities, and solutions.
- Translate strategic objectives into technological and operational imperatives
- Document new tasks and projects ideas into company project management system
- Work with CEO and senior management team to prioritize projects and tasks
- Document project objectives, requirements, scope, resources, and detailed project plans.
- Performing administrative task in support of engineering team
- Leverage CEO to manage daily standups, weekly team meetings, monthly operating reviews and facilitate individual project teams
- Lead ongoing company change management function
- Develop, optimize, and train process and procedures to scale the business efficiently.
- Identify issues and work with the management team to proactively mitigate or avoid them
- Perform project costing related reporting to the team and management's review monthly to ensure that expenditures are kept within the project budget.
- Provide cost control and planning advice to the internal PMT team as and when required
- Coordinate and work with the project management team to resolve project issues to ensure the delivery/completion of the project work.
- Ensure effective project implementation and utilize productive reports from the creation of WBS with the use of project management system to monitor the status of all purchases, invoicing, and delivery up to the closure of the project.
- Perform and manage project activity scheduling and monitoring
- Provide planning and cost controlling support for all projects which includes variation reporting, monitoring of milestone progress to the preparation of customer billing processes, etc.
- Responsible for controlling and monitoring project total expenditure including verifying and checking of invoices and claims from suppliers, vendors, and subcontractors to ensure that all project expenditures are captured and properly recorded.

Expert Electric Inc. | Centennial, CO
Assistant Project Manager

May 2018 – February 2019

- Document control, utilizing Procore for submittals, RFI's, RFP's, transmittals, in putting subcontractors, purchase orders, minutes meetings, process work orders, force account.
- Coordinating with engineering team/field staff to complete varies project task
- Material supplier coordinating, purchasing supplies & materials for field staff
- Assist PM in the drafting and issuance of project proposals, RFP's, tenders, budgets, cash flows and preliminary schedules
- Prepare project organization and communication charts
- Track & manage contemplated change notices and change orders in the database
- Assist PM in the review of contractor quotations
- Prepare substantial completion certificates and ensure all required project close out documents are obtained-document proofing-maintain project folders
- Performed in-house reproduction efforts or coordinate with outside reproduction vendors

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- Process multiple cities, states and counties project/contract form

Primoris Renewable Energy | Denver, CO

November 2017- February 2018

Project Coordinator – Project –Midway Solar -238 MW Solar Utility – McCamey, Texas (Temp Project)

- Assistant project management (APM) functions, collaborates with Project Managers and Project Technical Leads to support project resourcing and management to ensure effective project execution
- Manage project Requests for Information (RFIs)
- Document and track project meeting minutes and Action Items
- Prepares reports for leadership on project progress and clients
- Creates and executes project plans and revises as appropriate for the requirements of the projects.
- Manages and maintains project budgets by reviewing project expenses and labor to ensure accuracy
- Support project budget and metrics performance and health with respect to invoicing and receivables
- to ensure acceptable project financial performance
- Develops project processes, procedures and methods focused on increasing project efficiencies
- Capture and document lessons learned
- Support project contracting activities including scoping, change orders & amendments, administration
- monthly accruals and performance to contract
- Attend and facilitate project/management meetings
- Establish and maintain effective working relationships with those contacted in the course of work
- Demonstrates excellent leadership, verbal/written communications, time management, interpersonal
- and organizational skills

Dynalectric Colorado, EMCOR | Lakewood, CO

January 2017- August 2017

Project Coordinator | Projects: C-470, I-25 & Arapahoe, 35/36 Ped Bridge, LaPorte, Managed Lanes

- Document control, utilizing Procore for submittals, RFI's, RFP's, transmittals, inputting subcontractors, purchase orders, minutes meetings, change orders, process work orders, force account.
- Coordinating with engineering team/field staff to complete varies project task
- Material supplier coordinating, purchasing supplies & materials for field staff
- Assist PM in the drafting and issuance of project proposals, RFP's, tenders, budgets, cash flows and preliminary schedules
- Prepare project organization and communication charts
- Track & manage contemplated change notices and change orders in the database
- Assist PM in the review of contractor quotations
- Prepare substantial completion certificates and ensure all required project close out documents are obtained-document proofing-maintain project folders
- Performed in-house reproduction efforts or coordinate with outside reproduction vendors

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- Process CDOT, City and Country of Denver, Douglas County and Adams County project/contract forms

Colorado Black Health Collaborative | Aurora, CO

March 2016 – March 2017

Project Coordinator for the Cardiovascular Prevention Disease Project (Temp. Project)

- Manage and facilitates new partnerships
- Subject matter expert for our searchable database, program resources, linkage process and all community resources
- Connect with various social and civic organizations and grassroots organizations
- The bridge resource for all clinical providers and community resource
- Quality improvement- Review progress with clinical site
- Provide progress feedback to the Communication and Evaluation Team
- Produced status reports
- Educate/Update and facilitate connections to community resource providers and clinical sites
- Assess the need for additional project material
- Develop and maintain a reports of community partners and upcoming community events

Burns & McDonnell | Lockheed Martin Space Systems | Waterton Canyon, CO

November 2014-March 2016

Assistant Project Management Functions | Aerospace Design-Construct

Lockheed Martin Space Systems | Department of Defense contractor

- In Collaboration with National Oceanic and Atmospheric Administration and NASA
- On-site coordinator for the design & construction, for Global Positioning System operational (GPS) and Sensitive Compartmented Information Facilities (SCIF) rooms
- Assistant project management (APM) functions, generating letters, reports, change orders, forms, and other materials as required.
- Prepare subcontracts and/or project work authorizations for issuance, including riders and certified.
- payroll information in accordance with project and contract requirements. Check specification for special requirements.
- Maintain and distribute contact and subcontractor lists.
- Prepare, file, and record owner and subcontractor change orders.
- Coordinate job close-out documentation; assemble and submit to owners' representatives.
- File and maintain job and office documentation, records, and correspondence.
- Prepare purchase agreements for issuance in accordance with project and specification requirements.
- Manage subcontractor document compliance including document tracking and certified payroll/EEO reporting.
- Maintain contract document records including owner contracts and change orders to ensure timely recording in Spectrum and filing.
- Generate letters, reports, change orders, forms, and other materials as required.
- Prepare subcontracts and/or project work authorizations for issuance, including riders and certified payroll information in accordance with project and contract requirements. Check specification for special requirements.
- Maintain and distribute contact and subcontractor lists.

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- Prepare, file, and record owner and subcontractor change orders.
- Coordinate job close-out documentation; assemble and submit to owners' representatives.
- File and maintain job and office documentation, records, and correspondence.
- Prepare purchase agreements for issuance in accordance with project and specification requirements.
- Assist in preparing for submittal of trade contractor invoices to the owner.
- Assist in preparing bid packages and with pre-bid conferences.
- Provide notification of building exchanges of bid information.
- Initiate monthly draws in Textura for subcontractor and/or owner payment applications.
- Perform quality review checks of monthly owner payment applications.
- Provide and communicate supporting documents for payment applications to project owners as required.

The Denver Institute of Urban Studies | Denver, CO

May 2009 – November 2014

Program Manager | American Global Academy

- Evaluates program scope effectiveness to develop & improved methods
- Program planning framework in accordance with specifications and funding limitations
- Human Resource Training, Staff orientation and program overview
- Designed and facilitated different professional and development programs, instructional coaching.
- Oversees daily operations and coordinates activities of program
- Developed and nurtured a productive partnership with the leadership of Mi Casa Resource Center, Department of Labor, and Energy Technology Industries
- Directing and supervising 12 employees comprised of teachers, special service providers, and support staff.
- School Performance framework for Iowa Core Battery Exam
- Manages general mailboxes for course registration and learning management system to resolve issues relating to courses, participant access and requests
- Designed and assisted the development of \$3.6 million-dollar project
- Management of school budget approximating \$847,000
- Ensures training meets corporate requirements and retains necessary records.
- Oversees communication enrollment, completion, and evaluation reports on course requirements.

Jessica M. Newton

Founder & Executive Director, Vibe Tribe Adventures

Jessica Newton is a powerhouse of inspiration, a trailblazer in outdoor recreation, and a beloved leader in the movement to create more inclusive outdoor spaces. In 2017, she founded Vibe Tribe Adventures (VTA)—formerly Black Girls Hike—a groundbreaking nonprofit dedicated to reconnecting Black, Indigenous, and People of Color (BIPOC) communities with nature. Through her leadership, VTA has become a powerful movement that fosters outdoor education, mental health and wellness adventures, urban youth experiential learning with a STEAM focus, outdoor business leadership development, and access to outdoor equipment and gear.

Her work has empowered thousands by removing barriers to nature and creating life-changing experiences for underrepresented communities. VTA provides opportunities for people to explore, heal, and grow through adventure, environmental stewardship, and career pathways in outdoor industries.

Recognized internationally for her impact, Jessica has built a global network of adventurers, expanding representation in outdoor recreation and conservation. In 2018, Denver Mayor Michael Hancock appointed her to the City of Denver's Office of Sustainability Advisory Council, where she has influenced policies to promote sustainable outdoor access. Her work has earned her honors for community advocacy and environmental leadership.