

Jean-Paul Paulson

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Professional Summary

Property Manager with over 10 years in larger scale operations management, team leadership, building, design and infrastructure capital improvement. Adept at coordinating large-scale maintenance projects, and budget management. 10 years hands on experience in carpentry, plumbing, electrical, and water system operations across both residential and commercial properties.

Professional Experience**Spirit Rock Mediation Center — *WoodAcre, California*****Facilities/Operations Specialist**

March 2025 – Present

- HVAC/ Heating maintenance and repair. Carpentry, electrical and mechanical repairs and maintenance. Vehicle, tractor, and ground equipment repair and maintenance.

Esalen Institute — *Big Sur, California***Property Manager / Head of Facilities**

May 2022 – June 2024

- Managing director of maintenance, IT, and grounds/landscaping departments, managing a team of 15 onsite staff and departments.
- Oversee daily operations, ensuring effective scheduling and completion of daily maintenance calls with guest experience as top priority.
- Plan and execute large infrastructure and Capital improvement projects in collaboration with outside contractors and vendors.
- Manage and track departmental budgets for maintenance, grounds, and IT operations.
- Develop and manage preventative maintenance programs for HVAC, Refrigeration, hydronic heating systems, company vehicles and general upkeep of property.
- Certified potable water plant operator / Septic system maintenance and operator
- Implementing documentation of planned maintenance, property and mechanical operations handbook

- Mechanical operations and maintenance of pool systems, potable water system, hot springs supply systems and multiple septic system to integrate with PLC controls and data collection.
- Maintain and service 7 onsite propane generators.

Karme Choling Meditation Center — Barnet, Vermont

Property Manager / Director of Operations

May 2016 – April 2022

- Director of property operations, including maintenance, groundskeeping, event set up and IT departments.
- Designed, fundraised, coordinated and implemented large remodeling and infrastructure projects with local contractors and onsite maintenance staff
- Managed departmental budgets and collaborated on long-term planning for facility upgrades.
- Organized summer volunteer crew for large retreats and events. Coordinated camp ground set up and take down
- Day to day maintenance and upkeep of property with on site staff
- Implementing documentation of planned maintenance, property design and mechanical operations handbook for HVAC, Hydronic heating systems, potable water and septic systems and vehicle maintenance

ZaZen Remodeling — Vermont

Sole Proprietor, Remodeling Contractor

2020 – 2022

- Specialized in residential remodeling, including framing, finish carpentry, plumbing, and electrical work.
- Managed all aspects of client projects, from initial consultation and design to completion.
- Ensured timely project delivery within budget constraints while maintaining high-quality workmanship.

Free Range Builders — Vermont

Lead Carpenter

June 2020 – January 2021

- New construction projects, specializing in framing and finish carpentry.
- Interpreted detailed blueprints to ensure accurate material orders and project execution.
- Team coordination to meet deadlines and quality standards for code inspection.

Metcalf's On-the-Go — Madison, Wisconsin
Marketing and Team Manager
2010 – 2016

- Managed operations for an online delivery service. Overseeing team scheduling, vehicle maintenance, and route planning.
- Coordinated IT and marketing strategies to boost service visibility and customer engagement.

Education

University of Wisconsin
Marketing (Major), Economics (Minor)
2005 – 2010

Certifications & Training

- **Certified Mediation Instructor**
- **CPR Certified and Certified First Responder**
- **Water System Design & Operations** (Potable Treatment Plants & Waste Water Systems)

Key Skills

- Project Management & Infrastructure Maintenance
- Budget Management & Cost Control
- Team Leadership & Development. Interview and Hiring Procedures
- Preventative & Corrective Maintenance
- Carpentry, Electrical, Plumbing, & Construction
- Facility Operations & Safety Compliance
- Water Systems Design & Maintenance
- Vendor Management & Contract Negotiation
- Permit application
- Capital Improvement campaigns, planning and implementation

Technical Skills

- **Maintenance Software:** CMMS (Computerized Maintenance Management Systems), Excel, Jira, Brightly, Google Suite, AutoCad, Retreat Guru, Wrike, MaintainanX
- **Carpentry Skills:** 10 years Painting, Framing, and Finish Work, Interior and Exterior
- **Electrical/Plumbing Skills:** 10 years Experience in Residential/Commercial Installations

Professional References

Available upon request.

