

**Kyle R. Raczka, CAPM,
LEED Green Associate™**
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WORK EXPERIENCE

Savarino Construction Corporation, Buffalo, NY

Project Manager/Estimator, April 2009 - Present

- Serve as *Project Manager* on various General Construction projects for Commercial General Contractor.
 - Manage all aspects of commercial construction projects from bidding & pre-construction to final completion & turnover.
 - Create, update, and track project schedules using Microsoft Project.
 - Administer AIA G702/G703 Requisitions for Payment.
 - Assist Field Superintendents with scheduling, coordination, RFIs, submittals, and all owner/architect correspondence.
 - Process change requests and change directives.
- Act as *Project Estimator* for competitive bidding as well as negotiated bidding.
 - Create and distribute 'Invitations to Bid', perform quantity take-offs, & subcontractor de-scoping and contract 'buy-out'.
 - Assemble budgets for negotiated construction projects using historical data and square-foot pricing.

AES Group, Inc., Denver, CO

Project Administrator, July 2008 – March 2009

- Served as on-site representative for Civil Engineer/Prime Contractor.
- Monitored and logged daily progress of subcontractors.
- Reconcile monthly subcontractor billing against work completed.
- Ensured that subcontractors are compliant with safety and security requirements of the worksite.
- Processed submittals, RFIs, and daily work logs.

BSC Development BUF, LLC, Buffalo, NY

Project Coordinator, November 2007 - July 2008

Assistant Project Manager, June 2007 – November 2007

- Oversaw 40-person project team, including administrative and clerical employees, and in-house construction department during major renovation of a historical landmark commercial property.
- Collaborated with architects & engineers on planning, design, pre-construction and construction phases.
- Coordinated shipping and receiving of goods between U.S., U.K., and China branch offices.
- Lead team comprised of architects, environmental law specialists, and county Development Agency in order to obtain Historic Tax Credits for large historic mixed-use property.

EDUCATION

University at Buffalo, The State University of New York

Bachelor of Arts, Psychology, Graduated with High Distinction, Fall 2006

- Overall Grade Point Average: 3.20
- Dean's List : Fall 2006, Spring 2005, Fall 2004, Fall 2001
- Varsity Athlete, Ice Hockey, SUNY Potsdam College (2001-2003)

SKILLS & CERTIFICATIONS

- *LEED Green Associate*, July 2010
United States Green Building Council (USGBC) certification.
Precursor to the LEED AP accreditation.
- *Certified Associate in Project Management (CAPM)*, December 2009.
Project Management Institute (PMI) certification.
- *OSHA 30 Hour Safety & Health in Construction Certification*, November 2007.
- Proficient in *Prolog, Timberline PJ*, Microsoft Project, Word, Excel, & PowerPoint.

INTERESTS

- Recreational men's league ice hockey.
- Weight lifting, fitness, and nutrition.
- Charity work including 'Ride for Roswell'; annual bicycle ride for cancer research organized by Roswell Park Cancer Institute.

REFERENCES

References will gladly be provided upon request.