

PROJECT MANAGER

Project Management - Government Regulation - Construction

~ Over 16 Years of Experience in Residential and Commercial Construction ~

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Dynamic, solutions-oriented construction management professional with extensive experience in overseeing projects for major companies requiring strict guidelines and budgetary constraints. Accustomed to managing large-scale projects, from initial bid through completion. Well versed in conducting the preparatory, initial, and follow-up control for all features of work. Accustomed to resolving project obstacles and getting problematic projects back on track. Solid reputation for building cooperative relationships with project ownership, architects, subcontractors and government officials.

PROFESSIONAL EXPERIENCE

ROEPNACK CORPORATION – POMPANO BEACH, FL

PROJECT MANAGER

2007 - 2009

Supervise the construction of a new Braman Motors BMW service facility and Braman Motors Shell Gas Station and Car Wash. Actively participate on internal management teams that focus on continuous improvement and growth of the business.

KEY RESPONSIBILITIES:

- Review construction drawings, bid documents, project specifications to fully understand the projects scope of work.
- Solicit bids from pre-approved prime contractors, receive bids, evaluate and award prime contractors.
- Develop an initial schedule and provide detail to schedule as required for the project.
- Coordinate and provide direction for the budget estimating, purchasing, engineering, accounting, cost and construction functions as they relate to the completion of the project.
- Possess working knowledge of all project plans, specifications, Owner Contract, subcontracts, purchase orders, daily correspondence, shop drawings, submittals and all other project related documents and maintain a complete and accurate set of as-builts.
- Initiate, establish and maintain working relationships with owner/architect/engineer and subcontractors to facilitate construction activities. Organize, conduct and represent the company at the project subcontractor and owner weekly meetings.
- Prepare and issue weekly owner progress reports, monthly pay applications, schedules and cost reports in coordination with the superintendent.
- Ensure timely project completion through project scheduling, expediting of material deliveries and the management of material and document submittals/approvals.

CORNERSTONE GROUP DEVELOPMENT, LLC – CORAL GABLES, FL

PROJECT MANAGER/OWNER'S REPRESENTATIVE

2005 – 2007

Full responsibility for three Town home and Condominium communities located in Broward, Miami-Dade and West Palm Counties. Oversaw land development and construction management for approximately 500 units.

KEY RESPONSIBILITIES:

- Managed over \$60 million in direct job cost.
- Oversaw all land development construction for multiple projects.
- Assisted pre-development manager and purchasing department with all contracts bidding and awarding.
- Oversaw construction management process to build a marketable product within the defined budget and schedule parameters.
- Collaborated with architects, engineers, utility companies, subcontractors and various municipalities to ensure successful project completion.

- Presented bi-weekly evaluation of projects regarding land development, construction and other issues that may affect the budget or schedule of each project.
- Insured that all projects were properly closed out on a timely basis and as-built documentation was in order.

DYNAMIC BUILDING RESOURCES, INC. – LITTLETON, CO

OWNER AND PRESIDENT

2000 – 2005

Directed the operations for this General Contracting Company specializing in multi-family housing, commercial, exterior/interior renovation, tenant finish, and new construction throughout Colorado and the Midwest.

KEY RESPONSIBILITIES:

- Developed and implemented the Company's strategic plan and annual operating budget and goals.
- Designed and implemented field and office procedures, safety guidelines, budget and cost control measures.
- Estimated project costs, performed take-offs and developed project proposals.
- Monitored the current contractor's market environment for changing market conditions and external factors affecting the business, and developed strategies to respond to them in a timely manner.
- Oversaw and directed external relationships with third parties, such as architects, engineers, subcontractors, suppliers, utilities, municipalities and owners.
- Coordinated project close-out process to settle all financial obligations, demobilize all resources and transition the project to owner/customer.

D.R. HORTON, INC. – DENVER, CO / BIRMINGHAM, AL

AREA CONSTRUCTION MANAGER

1998 – 2001

Supervised the construction of single family homes ranging from 1,500 to 4,800 square feet across several communities.

KEY RESPONSIBILITIES:

- Secured all permits and Certificate of Occupancy for the communities.
- Managed all job costs, reviewed and approved all Purchase Orders and Variance Purchase Orders.
- Oversaw field operations, and visited job sites to spot check quality and policy enforcement.
- Held bi-weekly meetings with Superintendents to review schedules, budgets and troubleshoot problems.
- Worked with local governing bodies, public utilities and industry associations throughout the construction process.

YOUNG CONTRACTING, INC. – ATLANTA, GA

SUPERINTENDENT/PROJECT MANAGER

1995 – 1998

Supervised the construction of various multi-store retail developments.

KEY RESPONSIBILITIES:

- Performed contract negotiation and scope development with owner, subcontractors and vendors.
- Created and managed all project budgets and schedules.
- Managed the project progress schedule, cost updates, and subcontractor submittal reviews.
- Tracked schedule of values, and met with the owners to review cost, RFI's and application for payment each month.
- Conducted site checks to insure the quality of work being performed met contract specifications.
- Obtained final Certificate of Occupancy and conducted project close-out process.

TECHNICAL SKILLS

AIA Contract Documents ▪ Timberline ▪ Prolog ▪ GTCO Quickruler Digitizer ▪ Builder 1440 ▪ Builder MT
Microsoft Windows XP/Vista ▪ MS Excel ▪ MS Word ▪ MS Outlook ▪ Microsoft Project ▪ Sure Track

VOLUNTEER EXPERIENCE

Salvation Army ▪ ACE Mentor Program

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