

---

**SUMMARY OF QUALIFICATIONS**

---

Accomplished Senior-level *Construction Project Manager - Estimator / Site Representative - Contract Administrator / A/E Engineering Manager* with extensive experience in all phases of project development, including management of preliminary/final design, expertise in AIA Divisions' application and documentation process, budgeting/estimating, initiating invitations to bid, bid analysis, contract writing/awarding of contracts, establish schedule of values, project scheduling, submittal review and processing, equipment ordering, RFI processing, approval of change orders and pay applications, initiation/completion of preliminary and final punch lists and job audits. Ability to coordinate efforts of contractors to effectively address/resolve issues and implement architectural/engineering changes. Consistently meet and exceed client expectations. Proven track record of success in directing projects ranging from small, medium, to multi-million dollar private/institutional/commercial jobs.

**Architectural**

- Floor/space planning
- Mill details
- Décor
- Material selection

**Mechanical**

- Plumbing
- Electrical
- HVAC
- Refrigeration design

**Civil - Structural**

- Mapping/surveying
- Site layout
- Site utilities
- Steel coordination

---

**PROFESSIONAL/PROJECT HIGHLIGHTS**

---

**CONCEPT CONSTRUCTION CORP.**

- Completed all school projects on time and within budget.
- Manage numerous projects simultaneously.
- R.F. Willson Building Renovation (Peace Bridge Processing/ Administration Building) was a very challenging project. It was staged in [4] phases, and each phase had specific benchmark completion dates for electrical re-wiring and computer/communication re-wiring and hub room completion to meet NY State and Federal deadline requirements. Phasing schedule had to be maintained to keep project on track while keeping building up and running while working around existing staff.

**CANISIUS COLLEGE**

- Oversaw construction of new build 7 story dormitory on-site on campus. Project was time sensitive and came in on time and under budget.
- Measured existing buildings and provided as-builts/jobscopes and new construction plans for all necessary disciplines for budgeting/bidding purposes for approximately 250 +/- projects over 3 year period. Of these 250 projects, approximately 180 +/- were approved and completed within 3 year period. Jobscopes were established by working closely with all school administration Dept. heads, teachers, staff and facility management dept. personnel.
- Typical outline of project(s) were interior/exterior renovations of campus buildings/dormitories including office and classroom additions and expansions, building facelifts, parking lot and parking ramp renovations and expansions, athletic center lockers/offices/swimming pool/gym renovations and enhancements, off-campus residence remodels and demolitions.

**TOPS MARKETS, LLC**

- Construction Project Manager and key player in successful completion of inner-city new build supermarket location; exceeded target minority work force goals/quota, as required by federal funding mandates.

**TOPS MARKETS, LLC (CONTINUED)**

- Construction Project Manager for approximately 10 Tops new builds, numerous expansion remodels and interior remodels.
- Served in leadership roles on diverse projects, including construction of fuel stations, restaurants, drug stores/pharmacies, and banks.
- Facilitated concept of first-time store-within-store installation.
- Served as liaison and coordinator between Construction Service Division, Tops' in-house operations, and out-side consulting firms, facilitating design and construction of newly established headquarters building.
- Recognized for persistence and expertise during project involving Scajaquada Expressway ramp closing, roadway modifications, and traffic signal approval/installation. Completed project within 6 months, when projected target was 3 years.
- Performed Facility Management services/coordination on daily basis to keep all stores functional and operating.
- Effectively directed in-house Architectural / Engineering staff on daily basis varying from 17 to 27 personnel.
- Efficiently coordinated proposals/final drawings of 100+ projects on weekly basis, from remodels to new construction with in-house staff and outside A/E firms, all disciplines.
- Selected as Technical Representative of team, responsible for developing new concepts and applications for equipment, materials, and mill prototypes to affect cost/time savings.
- Saved company \$40,600 by designing tool that significantly decreased material/labor costs associated with ADA regulations to accommodate scanning program; awarded check for 5% of company savings as "Idea" Program Award.
- Researched, purchased, installed, and implemented Engineering Dept. CAD system, which streamlined construction drawing design process and resulted in time and money savings.

**TRAUTMAN ASSOCIATES**

- Brought numerous school projects in on-time and within budget.
- Completed community living center, offices, and chapel project on-time and within budget.
- Project Manager for expansion / remodels and coordinate tenant relocations.
- Attended monthly School Board meetings and reported progress data.

**F.J. WAILAND ASSOCIATES**

- Successfully completed 15 design / build projects of various sizes and differing scopes; several remodels included construction around existing tenants.
- Managed construction of new office warehouse building in undeveloped commercial industrial park, overcoming utility issues, propane gas moratorium, and winter weather conditions.

---

**PROFESSIONAL HISTORY**

---

CONCEPT CONSTRUCTION CORP. ELMA, NY

2007- 2010

**Senior Construction Project Manager**

Responsible for all phases/duties of Construction Management including budgeting/estimating, bid analysis, awarding of sub-contracts, project scheduling, establishing schedule of values/pay application line items, review and process sub-contractor pay applications, submittal(s) review and processing, equipment ordering, RFI's and Change Order processing, punchlists and project closeout documents.

---

CANISIUS COLLEGE, Buffalo, NY

2004 - 2007

**Construction Manager**

Construction Manager for Facility Management Dept.; essentially this was a one-man dept., (a division of Facility Management). Responsible for the design and construction of all of the on and off campus construction projects that could not be completed through the services of our in-house maintenance staff. Duties included meeting with all affected dept. heads/school personnel to establish jobscope and prepare plans for budgeting/bidding, establish project schedules and award contracts to sub-contractors.

TOPS MARKETS, LLC, HEADQUARTERS, Williamsville, NY

1980 - 2004

**Senior Construction Project Manager** (2001 - 2004)

**Construction Project Manager** (1991 - 1995)

**Director of Engineering** (1985 - 1989)

**Manager of Engineering** (1980 - 1985)

**Architectural Layout and Mechanical Design Draftsman / Project Manager**

Progressive experience in variety of leadership roles throughout career with Tops Markets, LLC. Engineering and Project Management background encompassed all phases of design, layout, construction, management, and project coordination. Led numerous cross-functional teams and sub-contractors on development and construction from small department remodels to full scale, ground-up construction. Served as liaison between Real Estate Department and Operations.

TRAUTMAN ASSOCIATES, Buffalo, NY

1996 - 2001

**Site Representative / Contract Administration / Project Manager**

Provided all phases of on-site representation and project management, including coordinating owner moves during remodels/additions, prescreening and interviewing contractors, reviewing bids and establishing schedule of values. Evaluated project submittals, processed RFI's re: specs and plan interpretations. Processed pay applications. Observed and documented construction progress and adherence to plans/specs. Initiated/ filed field reports. Created and finalized project punch lists.

F. J. WAILAND ASSOCIATES, West Seneca, NY

1989 - 1991

**Construction Project Manager**

Responsible for complete construction of new build and expansion/remodels for light/industrial manufacturing and office/warehouse supply companies. Completed projects, ranging in size from 2,500 sq. ft. to 45,000 sq. ft., working on multiple projects simultaneously. Work scope included constructing buildings from initial design, obtaining building permits, on-site meetings with town code inspectors, contacting surveyors/utilities, scheduling/directing building trades, plan interpretation, meeting with clients, and managing project completions.

---

**EDUCATION**

STATE UNIVERSITY OF NEW YORK AT BUFFALO, Buffalo, NY

**ASCE - Construction Project Administration and Claims Avoidance - 1.2 C.E.U., 1998**

**Two years of coursework in English [Major]**

ERIE COMMUNITY COLLEGE, Williamsville, NY

**Associate of Applied Science in Civil / Construction Technology**

**COMPUTER SKILLS**

---

Proficient in Microsoft Office (Excel, Word, and PowerPoint), mainframe database operation, Internet navigation/research, Lotus Notes