

MANAGEMENT PROFESSIONAL

Highly self-motivated business professional with a successful track record and diverse experience in Project Management. Diplomatic and tactful with internal and external clients. Maintains organization while engaged in multiple priorities. Accustomed to handling sensitive, confidential documents. Readily adapts to change.

- ♦ Project Planning and Management
- ♦ Personal Commitment to Integrity
- ♦ Internal and External Client Relations
- ♦ Quality Focused
- ♦ Team Player
- ♦ Strong Work Ethic
- ♦ Customer Service
- ♦ Results Driven
- ♦ Effective Multitasking

EDUCATION

PROJECT MANAGEMENT INSTITUTE, Buffalo, NY

Project Management Professional: In process

HOUGHTON COLLEGE, West Seneca, NY

Bachelor of Science in Management: Magna Cum Laude

ERIE COMMUNITY COLLEGE, Williamsville, NY

Associate in Applied Science in Civil Engineering Technology: High Distinction

Internship: Stearns & Wheler, Amherst, NY / Scholarship: American Public Works Association

PROFESSIONAL EXPERIENCE

WNY AMERICORPS, West Seneca, NY

YouthBuild & EnviroBuild Program Manager

September 2009 to January 2010

- ♦ Served as General Contractor for \$500k, ad-hoc renovation of retail space into 8,000 ft² corporate office including: contractor negotiation & supervision, coordination of work among trades, compliance to contract documents, material procurement, and facilitated progress meetings
- ♦ Implemented and managed daily operations for two at-risk youth development programs including budget oversight, education, construction activities, workplace safety, life skills, leadership development, vocational training, and job placement
- ♦ Ensured members were properly enrolled, participated in mandatory activities, and were effectively evaluated
- ♦ Supervised administrative, program, teaching, and counseling staff
- ♦ Designed and coordinated program component development
- ♦ Enforced the contract between government grant programs and at-risk youth, which included regular training sessions, disciplinary action decisions, and thorough documentation
- ♦ Supervised, motivated, effectively worked with, and facilitated coordination and cooperation between diverse staff and youth
- ♦ Related sensitivity to a multi-racial and multi-cultural group of staff and youth

SENECA CONSTRUCTION MANAGEMENT CORPORATION, Buffalo, NY

Project Engineer – Seneca Buffalo Creek Casino

December 2007 to October 2008

- ♦ Led project management support team to establish, review and deliver construction documents to meet construction deadlines for this fast track project
- ♦ Supervised and administered daily operations of technical and analytical construction management tasks
- ♦ Worked independently using an array of engineering concepts and cooperatively as part of the construction management team
- ♦ Served as the key point of contact to the internal and external project design and construction teams
- ♦ Established priorities and verified compliance with milestone schedule and contract documents
- ♦ Disseminated data to Contractors and Owner
- ♦ Facilitated, documented and memorialized weekly job progress meetings with multiple prime contractors
- ♦ Collaborated in design review to verify site compatibility, constructability, and vendor issues
- ♦ Conducted technical submittal & RFI review processes and coordinated multiple discipline peer review

PROFESSIONAL EXPERIENCE

(CONTINUED)

HAMBURG OVERHEAD DOOR, INC., Hamburg, NY

Contracts Administrator

February 2006 to October 2007

- ♦ Evaluated and revised the procedures of the commercial estimating department to eliminate duplication of efforts, inefficiency, to increase communication between staff and to improve the quality of documentation provided to contractors and clients
- ♦ Prepared estimates and submittals for acceptance and approval in compliance with contract, adhering to schedule, plans and specifications, ensuring site compatibility and constructability
- ♦ Created Access database to record commercial client documentation, established procedures for as-built documentation, developed standards, updated formats and streamlined contents of Operation and Maintenance manuals
- ♦ Increased geographic area covered by commercial estimating department by 50-percent

THE HAMISTER GROUP, INC., Williamsville, NY

Special Projects Coordinator – Brompton Heights Expansion

May 2006 to February 2007

- ♦ Supported the technical and analytical engineering aspects for the renovation and expansion of an occupied assisted living facility by serving as the Owner's liaison overseeing the construction manager and architect and interfacing directly with all concerned parties
- ♦ Established schedule and budgetary critical paths
- ♦ Administered and monitored multiple prime contracts
- ♦ Prepared and maintained forecast and actual budget, assessed and implemented value-added project improvements
- ♦ Verified payment applications and negotiated change orders to minimize financial impacts and define improvement objectives
- ♦ Analyzed, investigated, and resolved conflicts resulting from as-built conditions
- ♦ Researched and verified compliance with NYSDOH and NYS Building Codes
- ♦ Evaluated and negotiated vendor selection for the procurement of FF&E

MALCOLM PIRNIE, INC., Buffalo, NY

Deputy Project Manager

December 1999 to October 2005

- ♦ Performed a variety of technical and analytical engineering tasks for the full life cycle of civil and environmental construction projects
- ♦ Revised contract drawings and sketches in AutoCAD 2004
- ♦ Analyzed bid and presented award recommendations to senior managers and client
- ♦ Performed resident inspection services to evaluate compliance with schedule and specifications
- ♦ Conducted site investigations to determine constructability, enhance documents and improve design elements
- ♦ Served as the key point of contact for shop drawing review
- ♦ Reviewed milestone schedules and schedule of values; identified issues and negotiated changes with contractors
- ♦ Verified materials received, work completed, change orders, and payment applications
- ♦ Developed standardized protocols for the Construction Management Department

HEINZ BAKERY PRODUCTS, Buffalo, NY

Assistant Administrative Operations Manager

September 1991 to December 1997

- ♦ Established purchase order system for private label frozen baked goods manufacturer
- ♦ Negotiated contracts and procured raw materials and packaging
- ♦ Effectively coordinated cost-effective logistics system for raw materials and finished goods
- ♦ Managed perpetual inventories at multiple warehouses, reconciled and minimized inventory balances
- ♦ Implemented, utilized and maintained payroll system for 90+ hourly, union production employees
- ♦ Established job-cost analysis evaluation and memorialized efficiency results