

CAREER OBJECTIVE

To be part of a progressive organization where my Project Management experience can be utilized to lead a team, mitigate risks and deliver the required results in regard to developing a fully executed project.

EDUCATION / CERTIFICATIONS

#f4xizevv8qo - PROCORE Certification Project Management - 4/20 - Present
#38182 - STORMWATER Management Inspector Certification - 6/17 - Present
#4659 - NCIDQ Licensed Interior Designer in the State of Florida - 4/02 - Present
NYIT - New York Institute of Technology Bachelors of arts - Interior Design NY 1988 - 1992

EXPERIENCE

City of Plantation – *Project Manager* Plantation, FL 1/13

- Construction Administration Coordinating and Monitoring Construction on site including inspections in coordination with Construction Documents.
- Provide all supervision through all phases from notice to proceed – substantial completion, punch out and certification of occupancy and any warranties thereafter per the agreement.
- Review of all contract negotiations with all suppliers and trades in order to keep within budget of the project.
- Oversee day to day project performance on site in lieu of all contract documents and agreements.
- Administered all RFI'S, change orders and pay applications as required.
- Provide onsite supervision through to CO (certification of occupancy)
- Management of design in coordination with Architects and all disciplines for the successful completion of Construction Documents for bidding purposes in conjunction with the end user's design requirements.
- Ensured all site personnel used quality workmanship in accordance with Construction Documents pertaining to all disciplines involved.
- Conducted effective implementation of cost controls and project budget adherence.
- Coordination between City Departmental needs regarding design of City Projects for Architectural Procurement including management of the bidding process.
- Monitoring and controlling construction budgets prior to construction as well as in the Construction Administration phase.
- Monitoring permitting in conjunction with city ordinance and all applicable building codes.
- Manage and organizing internal staff for successful completion of Projects.

Projects worked on, but not limited: Ground up Construction and Renovation Projects

60 million dollar Bond Projects – Plantation Police Gun Range, Central Park Community Center, Fire Station #1, Fire Station #2, Fire Station #5, Pop Travers 2 story concession stand, Pine Island Park, Public Works Craft Shop, Public Works Grass Maintenance Building

Community Center – Plantation Community Center

Community Center – Deicke Auditorium

Finance Department Renovation

I.T Complete Renovation

Wellness Center Complete Renovation

Finance Department Complete Renovation

Risk Management Complete Renovation

Group Achitekti - *Project Manager/Interior Designer* Plantation, FL 5/08 – 1/13

- Coordination between engineers, contractors and vendors for projects successful completion.
- Managed staff for successful completion of Projects in a timely and profitable manner.
- Responsible for creating project proposals from client initial screening, interviews and project requirements.

Projects worked on, but not limited:

Commercial Design- Corporate Interiors, Restaurants, Hospitality, retail, tenant in-fill, Medical

Residential- Condominium, Single Family

CPZ Architects - *Project Manager/Interior Designer* Plantation, FL 5/06 – 5/08

- Responsible for creating project proposals from client initial screening and interviews.
- Responsible for project management from conceptual design to project completion.
- Specification of all FFE and other building material palettes for clients; coordinated implementation of design.

- Coordination between engineers, contractors and vendors for projects successful completion.
- Managed staff for successful completion of Projects in a timely and profitable manner.
- Responsible for company marketing brochure and outreach.

Projects worked on, but not limited:

Dr. Gelbard Surgical Center
 Pine Island Medical Center-
 Orthopaedics & Associates
 Dr. Friedman,
 Dr. Schertzer
 Dr. Lago
 Plantation Museum
 Pine Island Building – Three - story multi tenant medical facility.
 Fire Station #64
 The Davie Neighborhood Service Center – Multi tenant city building
 Boca Baptist – Church
 Parkson Corporation – Tenant Infill

Howard Design Group - Project Manager/Interior Designer Miami, FL 8/05 – 5/06

- Developed and formulated the interior design concept for projects Conducted in-depth analyses of project areas to be designed to establish requirements that insure client's needs are met.
- Managed staff and all vendors for successful completion.

Projects worked on, but not limited:

South of Five, Miami beach, Luxury Condominium Mid-rise.

Yoshino Trieschmann Design Group - Project Manager/Interior Designer Boca Raton, FL 9/03 – 10/04

- Project Management of Interior Design Projects from Schematic Design through Construction Administration
- Coordination with client regarding design needs and criteria for projects.
- Provided full design tasks from space planning, specifications, and overall design concepts.

Projects worked on, but not limited:

New York Life
 Grubb & Ellis
 Bong Restaurant

Gray Design Group - Project Manager/Interior Designer Fort Myers, FL 1/02 – 9/03

- Project Management of Interior Design Projects from Schematic Design through Construction Administration.
- Interviewed clients regarding their Design needs for Construction of Proposals.
- Managed production of designers and production staff for successful completion of projects.
- Provided full design tasks from space planning, specification, and overall design concept.

Projects worked on, but not limited:

Health Park – Three Story Medical Facility
 LMR Imaging – Full Medical Equipment Facility
 Dr. Thomas – Orthodontist Facility
 Bonita Beach Road Partners – Two Story Attorney and Accountant Office Building

Alliance Design Group - Director of Interior Design Fort Myers, FL 6/97 – 1/02

- Management of Interior Design Department and Interior Design Production.
- Client interview regarding clients needs for Proposal and Design.
- Project Management of Interior Design Projects.
- Presentation from Schematic Design through Final Completion.
- Space Plans designed in regard to program, function and code requirements.
- Specifications of Finishes & Furniture and Equipment.

GHK - Interior Designer New York, NY 11/94 – 3/96

- Met with clients to discuss project requirements.
- Developed Schematic designs for presentations.
- Specified upholstery, wall covering, paint, furniture and lighting for various projects.
- Successfully coordinated Construction Documents for complete sets of working drawings.

COMPUTER SKILLS

AutoCAD 14 - 2016, Microsoft Word, Microsoft Excel