

Tremayne Whyte

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OBJECTIVE

Project Management, Scope – Budget – Schedule Analysis, Program manager, Architecture, Planning, Design, Project Coordination, Construction Administration, Architectural Engineering, Construction Engineering, Preventative and Corrective Maintenance: Strong organizational leadership and multitasking capabilities with a key expertise in problem solving, scope development, cost control, project scheduling, project supervision with administration efficiency and comprehensive documentation.

EDUCATION

BACHELORS OF SCIENCE DEGREE, ARCHITECTURE:

Florida A & M University, School of Architecture, Tallahassee FL

Graduated May 2011

MASTERS OF SCIENCE DEGREE, CONSTRUCTION:

Florida International University, Moss School of Construction, Miami FL

PROFESSIONAL PROFILE, PRIMARY AIMS AND ASSETS

- An experienced project manager for the School District of **The School Board of Broward County, Florida (SBBC)** and has successfully started, completed and closed various projects, in the design and construction of Educational Facilities, using various Delivery Systems with accountability & autonomy...
- Strong organizational skills with the ability to manage individual personnel or a team of individual professionals, multiple consultants or multiple sub-contractors on a particular project(s)...
- Manage multiple projects and/or assignments, simultaneously in a fast paced, high-pressured environment...
- Ability to make decisions and solve problems quickly...
- Effective managerial, verbal and written communication skills...
- The ability to create and maintain very effective documentation to provide necessary information for the possibility of litigation and audits on high profile, politically sensitive complex projects...
- An accomplished well-rounded professional in the building design and construction industry...
- Overall experience includes both private and public sector environment primarily commercial construction...
- Experience in direct supervision of multiple trades for preventative and corrective maintenance of large Educational Facilities such as Elementary, Middle and High Schools, including ancillary facilities such as administrative office buildings...
- An effective administrator, with strong organizational skills with a tenacity to get things done in a timely manner, with the ability to motivate people and manage multiple projects & miscellaneous assignments, simultaneously, in a fast-paced high-pressured environment...
- Proficient in Microsoft Excel, Word, Microsoft Teams, spreadsheets, visual presentation, estimating and Critical Path scheduling...
- Aiming for challenges, which will enable me to create opportunities and accept responsibilities for results...
- Taking on new challenges and completing them successfully is the source of my greatest personal satisfaction!

TECHNOLOGY – SOFTWARE

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|--------------------------|--------------------------|
| • Primavera P6 | • Onscreen Takeoff |
| • AutoCAD MEP 2019 | • E-Builder |
| • Revit | • Bluebeam Revu |
| • Navisworks Manage 2019 | • Microsoft Office Suite |
| • Graphisoft ArchiCAD | • Sketchup Pro |
| • Pro-CORE | • Photoshop C6 |

EXPERIENCE

POSITION: Project Manager

ORGANIZATION: Bach Real Estate, Subconsultant to AECOM

SUPERVISOR: Joseph Gay, VP Development Services (Bach Real Estate)
Nam Shelton, Team Leader (AECOM)
Sonja Coley, Construction Manager (Broward School Board)

LENGTH OF EMPLOYMENT: February 05, 2018 – Current

SUMMARY:

Coordinate and manage General Obligation Bond (GOB) projects for the construction of Educational Facilities within the School Board of Broward County, Florida. Utilizing Delivery Systems such as Construction Management at Risk and Design Bid Build (Hard Bid). Lead and manages a broad range of activities associated with Pre-Design, Design, Pre-Construction, Construction, Close-out, Occupancy and Warranty for multiple building construction, renovation and modernization projects as governed by SREF. Provides leadership, management skills and experience to ensure that each project is successful in terms of Quality, Schedule and Budget.

JOB PERFORMANCE RESPONSIBILITIES:

***Design –**

- Participate and support commissioning of consultant and Construction Manager (CM)
- Conduct scope validation site meetings with the Design Consultant, CM, and School staff. Assist in the development of Project design Schedules to confirm all deliverables and activities
- Coordinate reviews with the governmental and outside agencies; process work orders or ATP's for Physical Plant Operations, continuing services contracts or open-end Design Consultant contracts as needed.
- Coordinate and manage the multiple stages of Design Development.
- Coordinate review meetings throughout all of the design phases to incorporate engineering recommendations, project phasing or construction sequencing and the overall management of the Construction Schedule.

***Bid and Award –**

- Release bid documents, review invitations to bidders, participate in pre-bid conferences, including site visits.
- Review RFI's, M/WBE requirements, vet bidders on Construction Manager at Risk projects, GMP negotiations where applicable.
- Review schedule of values, baseline schedules, and prepare documentation for board award.

***Construction –**

- Manage pre-construction and construction meetings, coordinate FF&E purchases, review substitutions, and coordinate material testing.
- Monitor Construction coordinators, progress inspections, submittals, change orders, contingency use directives, progress reports, direct owner purchase request, etc.
- Facilitate processes for Contractors to achieve substantial completion, coordinate completion of punch list, preparation of closeout documentation, etc.

***Closeout –**

- Coordinate scheduling of training and demonstrations of newly installed systems with PPO, School staff, etc.
- Finalize change orders and/or contingencies; reconciliation of contract financials
- Coordinate submittals of all closeout documents from AE/CM and process proper OEF forms as required by the Florida Department of Education.

EXPERIENCE CONTINUED

POSITION: Project Coordinator

ORGANIZATION: Tutor Perini Building Corp. – Nagelbush Mechanical Inc.

SUPERVISOR: Milos Milicevic, Head of Engineering (Nagelbush Mechanical)
Jason Given, General Foreman (Nagelbush Mechanical)
Pete McCain, Project Executive (Nagelbush Mechanical)

LENGTH OF EMPLOYMENT: January 13, 2014 – January 29, 2018

SUMMARY:

Cooperated on Ground up Construction Projects serving the Miami/Fort Lauderdale Florida Area including both Commercial and Residential mixed used Buildings. Supporting the project team as needed. Logged-in, tracked, and reviewed shop drawings and submittals, led and managed owner's and subcontractor weekly meetings, and assisted in obtaining information and assembling close out manuals and assisting with any additional duties.

JOB PERFORMANCE RESPONSIBILITIES:

- Assisted in enhancing Owner, Architect, Subcontractor and Vendor relationships.
- Assisted the General Foreman in ensuring that all subcontracts and proper certificates of insurances were on file prior to commencement of work
- Conducted periodic inspections of the construction sites as needed
- Assisted in the creation of initial Project schedules for the Foreman to develop
- Helped distribute revised plans and specifications to the general foreman, and all subcontractors as directed by the Project Management Team
- Attended Project meetings and provided assistance to the Project communication process by recording meeting minutes, preparing critical items list, reviewing contingency items, and long lead mechanical equipment

POSITION: Draftsman

ORGANIZATION: Precision Art Design and Construction

SUPERVISOR: Corey Lafferty (Project Manager)

LENGTH OF EMPLOYMENT: April 16, 2012 – January 06, 2014

JOB PERFORMANCE RESPONSIBILITIES:

- Prepared As-built drawings in AutoCAD using field verified measurements gathered from existing Building structures
- Created 3D renderings using existing site conditions and Artlantis 3D rendering software
- Created, organized and maintained all project documentation
- Performed work with clear guidance but limited supervision
- Presented reports, proposals, applications, and contracts
- Participated in site visits to review and receive ongoing updates as to the construction progress
- Worked closely with Building service engineers, construction managers, quantity surveyors and architects
- Attended meetings with clients and potential clients, contractors, and other specialist per disciplines
- Adapted plans according to circumstances and resolving issues that surfaced during construction

CONSTRUCTION PROJECT LIST

Marjory Stoneman Douglas Senior High School – Parkland, Florida
Project Manager – Bach Real Estate/AECOM

Jul 2018 – Oct 2020

- \$ 18 Million
- 45,000 SF, 30 Classroom Addition
- Managed both Design Consultant (Zyscovich) and Construction Manager (Pirtle Construction Company) from design to closeout. Managed all subcontracts, RFQs, owner purchased material, Schedule of Values and Progression Schedules.

Dillard 6 – 12 School – Fort Lauderdale, Florida
Project Manager – Bach Real Estate/AECOM

Apr 2019 – Sept 2020

- \$ 6.7 Million
- New Addition and Renovation
- Mechanical, Roofing Replacement, Test and Balance
- Hard Bid Contract
- Managed Contractor Procurement, Review of bid schedules, Assisted with recorded bid opening, and owner purchased material. Managed change orders, RFIs, and Schedule of Values for prompt payment. Coordinated and conducted weekly Owner, Architect, Contractor (OAC) Meetings. Complete project both on time and on budget.

Panorama Tower – Miami, Florida

Jan 2014 – Jan 2018

Project Coordinator – Nagelbush Mechanical, Inc./Tutor Perini

- \$ 75 Million – Plumbing, Mechanical, and Electrical
- 1,247,837 SF, 82 – Story Mixed Use Building
- Worked directly with General Foreman, performed all above ceiling coordination using Navisworks Manage. Created and organized all RFI's, Submittals, and Product Data using Pro-Core. Assisted with the preparation of shop drawings, fabrication drawings, and bill of materials using AutoCAD.

Terminal Four (T-4) Gate Replacement Western Expansion – Fort Lauderdale, Florida

Jan 2014

Project Coordinator – Nagelbush Mechanical, Inc./Tutor Perini

- \$ 12 Million – Mechanical and Plumbing
- 228,062 SF, Six (6) Gate Concourse Expansion with connector bridge from Terminal 3 to Terminal 4
- Assisted in all items related to Project Closeout, Equipment Warranties, Final Release of Lien, verifying that all labor, material, equipment, services and other debts incurred in connection with the work has been completed. Constructed all written guarantees, product data, as-built drawings, O&M Manuals, and other documentation required by the Contract Documents.

Broward County Courthouse – Fort Lauderdale, Florida

Jan 2014

Project Coordinator – Nagelbush Mechanical, Inc./Tutor Perini

- \$ 25 Million – Mechanical and Plumbing
- 741,000 SF, 21 – Story Civil and Family Courthouse Facility
- Forty-Five (45) Full – size courtrooms, twelve (12) smaller courtrooms, and eighteen (18) hearing rooms
- Assisted in all items related to Project Closeout, Equipment Warranties, Final Release of Lien, verifying that all labor, material, equipment, services and other debts incurred in connection with the work has been completed. Constructed all written guarantees, product data, as-built drawings, O&M Manuals, and other documentation required by the Contract Documents.