

DEXTER P. LEE

1908 Scott St Hollywood, FL 33020 ☎ (954) 559 5504 ✉ dexterplee@gmail.com

S U M M A R Y O F Q U A L I F I C A T I O N S

- Civil Engineering graduate and finished a postgraduate degree in Urban Management, with experiences in commercial & residential construction and land development construction projects
- Certified *Project Management Professional* (PMP) by the Project Management Institute
- Skilled in project documentation, budgeting and project analysis with excellent background in estimating and checking plans

P R O F E S S I O N A L E X P E R I E N C E

EMCOR Group - Poole and Kent of Florida, Miami, FL

Assistant Project Manager (Oct 2019 to Feb 2020)

- Manage the submittal process and effectively communicating with the subcontractors as needed to ensure potential issues are quickly resolved
- Assist in monitoring labor hours and material costs. Develop and maintain positive Subcontractor relationships
- Identify, track and procure necessary materials and equipment ensuring they arrive as needed and in line with the project schedule
- Manage and prepare project documents (RFI's, billing applications, progress reports, scheduling, close out documents, change order logs and others)
- Follow up on pending changes and monitoring accounts receivable.
- Assist in review of contract drawings, detail drawings and specifications
- Assist in estimating change orders and preparation of shop sketches and drawings
- Assist in maintaining full compliance with Safety Program
- Liaise with the city and county government to facilitate permit applications

Project: North Regional Waste Water Treatment Plant – Solids Project, Pompano Beach, FL

EMCOR Group - Harry Pepper and Associates, West Palm Beach, FL

Project Engineer (Feb 2019 to Sep 2019)

- Keep submittal log to track and maintain submittal flow.
- Technical document preparation and review.
- Maintain complete records of submittal items, shop drawings, progress schedules, RFIs, redlines and laboratory test results.
- Communicating and coordinating with subcontractors, fabricators, vendors and the Owner with the goal of producing an approved product submittal that complies with the Contract.
- Convey product information to those responsible for installation and the QC Manager
- Assist the QC Manager in tracking documentation and inspecting the work as it progresses to assure quality installation.
- Support the coordination of subcontractors and suppliers; assist with pricing of supplies and equipment, and perform material takeoffs as needed
- Participate in weekly subcontractor coordination meetings and track weekly planner data.
- Schedule, attend and take minutes at key project meetings.

Project: Hoover Dike Rehabilitation Structure Replacement for Culvert C-12A and C-2 Reconstruction, Pahokee and Clewiston, FL.- a project of **US Army Corps of Engineers**

TAN Construction, West Palm Beach, FL

Project Engineer (Apr 2018 to Aug 2018)

- Assumed control of project documents. Coordinated and maintain drawing logs. Ensured proper documents are given to field personnel, etc.
- Coordinated and handled all correspondences with fabrications, general contractor and field personnel to ensure all project needs were met.
- Attended weekly jobsite meetings as required.
- Pre-planning for projects including sequencing plans, logistics, schedules, etc.
- Coordinated manpower and equipment requirements and assignments with Superintendent.
- Prepared change order requests, applications for payment, and other project related documents and maintain in project management software system as required.
- Prepared and provide safety plans and documents, and ensure plans were followed in the field.
- Ensured the company's project objectives were being met, while maintaining positive relationships with client personnel.
- Performed additional duties as required at the direction of the project executives.
- Used AutoCAD to prepare various engineering and steel layout drawings.

Miscellaneous Steel Projects:

All Aboard Florida Miami Train Station @ Downtown Miami, FL

The Bristol @ West Palm Beach, FL

Emerald Construction Corp, Dania Beach, FL

Project Engineer (Oct 2016 to Mar 2018)

- Worked closely with project manager, superintendents, vendors to manage projects and schedules
- Prepared and submit shop drawings, material specifications and other required items for approval of the Engineer or Architect on Record thru CMiC
- Made understanding the client requirements with regard to revision management, documentation and progress reporting
- Setup schedule and project information in CMiC
- Initiated, prepared, reviewed, tracked and distributed RFIs
- Managed change orders by reviewing plans, performed cost estimates and documentations
- Tracked and monitored project costs through cost coding, checking bills and invoices of vendors prior to payment
- Coordinated with vendor the schedule of deliveries and purchase terms and conditions
- Used AutoCAD to prepare various engineering and masonry layout drawings.

Projects:

All Aboard Florida Miami Train Station – Masonry works for multi-level train station with integrated residential and commercial buildings for the proposed fast train between Miami and Orlando.

Mount Sinai Medical Center Phase 2 – Masonry works for eight story hospital tower at Miami Beach

Wyndham Garden Hotel Dania – Shell construction works of seven story hotel close to the airport

Parklane Tower and Apartment – Masonry works for the proposed 33 story building at Downtown Miami, with connection to the train station

Greystone Hotel – Concreting and masonry works of complete restoration and renovation of a protected art deco hotel in Miami Beach.

Mardi Gras Casino, Hallandale Beach, FL

Operations Supervisor (Oct 2010 – Oct 2014, April 2016 – Oct 2016)

PTE Systems International LLC (formerly PTE Strand Inc.), Hialeah, FL

Project Manager (Nov 2014 to Jan 2016, Jun 2007 to Nov 2008)

- Managed 15 to 20 building construction projects simultaneously with respect to the implementation of post-tension technology on slabs
- Monitored all facets of project management (budget, schedule, procurement, quality & risk) for individual projects from start to closeout.
- Coordinated with contractors and engineers the delivery schedules, repair procedures, plan submissions and other pertinent requirements
- Maintained project information and database
- Regularly updated schedules and monitored budget performances against actual employed, and analyzed trends to ensure compliance with financial projections
- Checked AutoCAD shop drawings, details and specifications on assigned projects, ensuring accuracy of dimension and presentation quality.
- Ensured that the shop drawings and materials are delivered on time, and attend job site coordination meetings with Engineer-of-Record and contractors.
- Prepared and managed project documentation such as Request-for-Information (RFI), Change Orders (CO), contracts, proposals and plans

Post-tension Slab Projects:

215 Building Corp project (Miami, FL)

Abberly at Stafford – 55 acre apartment complex in Stafford, VA

Angler's Hotel – 4 story renovation and restoration of a Miami Beach hotel

Aria on the Bay – 51 story luxury residential building close to Downtown Miami

Berkeley Shore Hotel – 10 story art deco hotel in Miami Beach

Chancellor House – premier low rise hotel in Oxford, MS

Clinch Avenue Housing – student housing in Knoxville, TN

Gulf Residence – private residence in Tampa, FL

Harbour Island Residential – multifamily residential project in Harbour Island of Miami, FL

La Bella Vita – multi-structure residential apartments in Colorado Springs, CO

Le Parc at Brickell – 12 story luxury condominiums in Brickell, Miami, FL

Lennox Hotel – reconstruction of an art deco hotel in Miami Beach

Marina Palms South – 24 story luxury residential building in North Miami Beach

Marriott Crystal Shores – Expansion project of premier hotel in Marco Island, FL

Midtown Doral Phase 1 Bldg 1 – 4 residential buildings and parking area in Doral, FL

SLS Lux – 57 story luxury residential skyscraper in the Brickell district of Miami, FL

Spring Street Parking - 4 story parking garage in Fayetteville, AR

Boca Loft Apartments – 7 story residential building with integrated 8 story garage in Boca Raton, FL

One West Las Olas - 6 story commercial building in Fort Lauderdale, FL

E D U C A T I O N

Certificate in Project Management (PMI), Florida Atlantic University, Boca Raton, Florida

Master of Arts in Urban Management, Erasmus University Rotterdam, the Netherlands

Erasmus University Rotterdam consistently ranks as one of the Top 75 universities in the world, and the Top 25 universities in Europe by the Times Higher Education World University Rankings

Bachelor of Science in Civil Engineering, Mapúa University, the Philippines

Mapúa University (formerly known as Mapúa Institute of Technology) is one of premier technological university in the Philippines and is an ABET certified institution, rendering the university to be at par with US-based engineering universities and colleges

P R O F E S S I O N A L C E R T I F I C A T I O N

Certified **Project Management Professional (PMP#1388984 2/2011)** by Project Management Institute

C O M P U T E R S K I L L S

- Proficient in Microsoft Word, Excel, PowerPoint and AutoCAD
- Highly adaptable to various computer applications and environments.

A W A R D S A N D M E M B E R S H I P

- “Memorandum of Recognition” – very rare award given by the company’s president for saving around 10 million Philippine pesos (US\$250,000) for devising cost-saving measures of the house design without compromising product quality, State Land, 2002
- “Special Employee Award” – for improving the collection efficiency in the projects, Land Net Property Management, 2006
- Netherlands Fellowship Programme Scholarship awardee, sponsored by the Dutch Government, 2003-2004
- Active Member – **American Mensa**. Rated by Mensa as Top 1% of the general population in terms of intelligence quotient