

Name

PROFESSIONAL SUMMARY

- Real estate development and construction management professional who successfully maintains the highest degree of quality control over all facets of multi-disciplined projects through a hands-on and proactive approach.
- Over 9 years of experience in land development, design & construction of Industrial, Retail, Office & Healthcare projects.
- Successful execution of projects in excess of \$15 million from concept to completion.
- Well versed in shell buildings, expansions, and tenant finish projects.
- Consistently meets schedules and budget requirements by employing highly effective management, value engineering, and problem solving skills.
- Utilizes strong work ethic, communication, and negotiating skills with clients, team members, municipalities, consultants, and subcontractors.
- Employs highly effective inter-personal skills to discover hidden benefits and value.

Key strengths:

- | | |
|--------------------------------------|--|
| • Design-build Management | • Budget Analysis |
| • Team Building & Leadership | • Estimating & Job Cost Management |
| • Construction Planning & Scheduling | • Profit & Loss Responsibility |
| • Critical Path Project Management | • Accomplished Negotiator |
| • Organization & Time Management | • Well developed written & oral skills |

PROFESSIONAL EXPERIENCE

2007 – Present

Company name. City, IL

Director of Development

- Responsible for developing the company's annual land acquisition strategy.
- Determine economic feasibility of potential land acquisitions.
- Produce detailed infrastructure estimates, land proformas and construction schedules.
- Manage the due diligence process for all land acquisitions.
- Negotiate all governmental entitlements including annexations, planned developments and zoning variances.
- Direct the master planning of new business parks and individual land developments.
- Supervise the preconstruction department, which produces estimates, preliminary construction documents and design-build of individual projects.
- Responsible for marketing and representing the construction company in sales presentations.

2002 – 2007

Company name. City, IL

Preconstruction Manager (2004 to 2007)

- Ultimately responsible for marketing the company to clients to receive construction opportunities.
- Produced detailed estimates, established project budgets and construction schedules.
- Managed the bidding process, orchestrated scope reviews, and awarded subcontracts.
- Led the design-build consultants and engineers to produce well developed and seamless construction drawings.
- Worked with municipalities to ensure receipt of timely engineering and building permits, zoning, annexation, and variance approvals.
- Participated in the site acquisition process to determine economic feasibility for the company.

Name

Project Manager (2002 to 2004)

- Primarily responsible for overall management and economic success of projects.
- Coordinated trade forces, material, and equipment, ensuring that specifications were being followed, and work proceeded on schedule and within budget.
- Trade buyout, billing, documentation, quality control, and coordinated with clients, architects, engineers, and subcontractors.

2000 to 2002

Company name. Chicago, IL

Estimator - Project Manager

- Secured new business by producing winning bid proposals and performed overall management of projects.
- Tasks included budgeting, estimating, bidding, and presenting proposals to clients.
- Trade buyout, billing, documentation, quality control, and coordinated with owners, architects, engineers, and subcontractors during construction.
- Implemented Timberline estimating software, wrote policies & procedures, and trained colleagues.

1998 to 2000

Company name. City, IL

Tenant Construction Manager

- Managed tenant construction for retailers for a shopping center developer.
- Tasks included budgeting, estimating, bidding, and presenting proposals to tenants.
- Trade buyout, billing, documentation, quality control, and coordinated with tenants, architects, engineers, and subcontractors during construction.
- Assisted in lease negotiations, approved tenant drawings, and participated in shopping center site selection.

MILITARY

1996 to 2000

UNITED STATES MARINE CORPS

Lance Corporal – E3 (Electronic Repairman)

- Repaired and operated electrical equipment and computers to maintain effective communication in the Marine Corps Air Wing.
- Two promotions were achieved within the first year, as a result of a stellar performance.
- Honor, courage, and commitment are the essential qualities of a Marine.

EDUCATION

Bachelors of Arts, Business Management & Entrepreneurial Studies, 2007

School

Associates in Applied Science, Management, 2001

School

PROFESSIONAL AFFILIATIONS

- Chicago Chapter of the U.S. Green Building Council
- Warehousing Education and Research Council (WERC)

INDUSTRY SKILLS

- Timberline Estimating & Accounting
- Expedition & Prolog
- Microsoft Office Suite including MS Project Scheduler
- OSHA certified
- Working on becoming a LEED accredited professional (anticipated completion of February 2008)