

James P. Fox II

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To Whom It May Concern:

As an avid Project Manager Professional, I am,

- Ambitious and have the ability to get things done quickly.
 - Consistently find new alternatives and make contacts at the highest levels.
 - Very creative, decisive, diplomatic and effective at organizing labor.
 - Very effective dealing with the public and can relate to people at all levels.
 - Handle rapid change easily and can perform against tight deadlines.
 - Highly professional and can grasp technical matters quickly.
 - Precise, natural leader that can inspire others to top performance.
 - Proven record of success and can solve difficult problems.
 - Very resourceful and will successfully promote new ideas.
 - Remain calm under pressure and can be reliable and responsible.
- ✓ Thirty years of experience in the Project Management Profession and serving as a trusted assistant to my senior executives;
 - ✓ Well-honed office management skills, including hiring and supervising staff, scheduling, estimating, reporting, reviewing, project planning, preparing reports, administering records, developing Microsoft project schedules, Excel spreadsheets, scheduling multiple projects and giving Power Point presentations to my clients;
 - ✓ The ability to anticipate client's needs, Green Building (LEED), following through on all details and tactfully handling sensitive situations; and
 - ✓ Computer proficiency, including a solid foundation in Auto CADD, REVIT, 3D Solid Works, Studio Max, Photo Shop, MS Office Suite (Word, Excel, Power Point, Access and Microsoft Project);

My knowledge and experience would create an efficient and effective running office. If you agree that my qualifications and passion would make me a strong addition to your company, please call me at 2396453038 or email me at jpfoxii@aol.com to schedule a meeting. Below is a list of projects that I have managed from design phase to close out. Thank you for your time and I look forward to hearing from you soon.

Sincerely,

James P. Fox II

Enclosure: Resume

PROJECTS:

<u>MULTI FAMILY DEVELOPMENTS</u>	<u>HIGHRISE DEVELOPMENTS</u>
<ol style="list-style-type: none"> 1.) <i>Aviano @ Naples Villas</i> 2.) <i>Esperanza</i> 3.) <i>Moorgate</i> 4.) <i>Lantern Key (Townhouses)</i> 5.) <i>The Estates @ Harbour Isles</i> 6.) <i>Lakeview Crest Condo's</i> 7.) <i>Northchase Village II</i> 8.) <i>Vero Beach Estates</i> 9.) <i>The Grande @ Ibis</i> 10.) <i>Vero Beach Estates</i> 11.) <i>Tivoli Reserve</i> 12.) <i>St. Andrews</i> 13.) <i>Mizner Lake Estates</i> 14.) <i>Tivoli Isles</i> 15.) <i>Paseo</i> 16.) <i>Lakoya Estates</i> 17) <i>Renaissance Estates</i> 	<ol style="list-style-type: none"> 1.) <i>Lighthouse Key 8 Story Condo's</i> 2.) <i>Costa Del Este 27 Story Timeshare</i> 3.) <i>Signature Point 18 Story Hotel</i> 4.) <i>Blue Sky 7 Story Hotel</i> 5.) <i>Colonial Lakes 4 Story Condo's</i> 6.) <i>Palazzo Village 3 Story Condo's</i> 7.) <i>Aviano @ Naples 3 Story Condo's</i> 8.) <i>Saint Tropez at The Riviera 24 Story Luxury Apartments</i>
<u>MIXED USE DEVELOPMENTS</u>	<u>MEDICAL DEVELOPMENTS</u>
<ol style="list-style-type: none"> 1.) <i>Tarpon Point Marina (Condo/Retail)</i> 2.) <i>Alta Congress (Condo/Retail)</i> 3.) <i>Oxford Crossing (Offices/Retail)</i> 4.) <i>The Seasons (Apartments/Retail)</i> 5.) <i>The Reserve (Condo's/Retail)</i> 6.) <i>Del Harbor (Offices/Retail)</i> 7.) <i>The Oaks (Offices/Retail)</i> 	<ol style="list-style-type: none"> 1.) <i>Highland Beach Hospital</i> 2.) <i>Lake Rogers Doctors Office</i> 3.) <i>Heritage Harbor Health Care</i> 4.) <i>Palm Coast Senior Care Hospital</i> 5.) <i>Shands Health Care Center</i> 6.) <i>ORH Regional Hospital</i> 7.) <i>Spanish River Health Care Center</i>

<p><u>INSTUTIONAL DEVELOPMENTS</u></p> <ol style="list-style-type: none"> 1.) Del Prado Elementary School 2.) Long Lake Estates Senior Living 3.) Ocean Harbor Middle School 4.) San Marco @ Venetian Bay Senior Living 5.) Carver Park Government Housing 6.) Camelot Village Student Housing 7.) Tivoli Lakes High School 8.) Delray Beach Elementary School 9.) Firano @ Naples Senior Living 10.) Woodfield Technical Institute 	<p>8.) <i>Vintage Oaks Memorial Hospital</i></p> <p><u>HOSPITALITY DEVELOPMENTS</u></p> <ol style="list-style-type: none"> 1.) Woodfield Hunt Club 2.) Bonita Springs Club House 3.) Del Aire Golf and Country Club 4.) Ibis Golf and Country Club 5.) Mizner Lake Country Club 6.) Mediterranean Golf Country Club 7.) Parkland Golf and Country Club 8.) Greenbriar Golf and Tennis Club 9.) Heron Bay Reserve Club House 10.) Round Rock Club House 11.) Old Marsh Golf Club 12.) Pinetree Country Club
<p><u>RESIDENTIAL DEVELOPMENTS</u> WEST COAST OF FLORIDA</p> <ol style="list-style-type: none"> 1.) Classics @ Avonlea 2.) Black Bear Ridge 3.) Canwick Cove 4.) Covington 5.) Esperanza 6.) Fiddlers Creek 7.) Lakoya 8.) Lantana @ Olde Cypress 9.) Lely Island Circle 10.) Lipari @ Treviso Bay 11.) Mediterra 12.) Moorgate 13.) Parkshore 14.) Paseo 15.) Quail West 16.) Secoya 17.) Twin Eagles 18.) Wildcat Run 19.) Pelican Marsh 20.) Pelican landing 21.) Bonita Bay 	<p><u>RESIDENTIAL DEVELOPMENTS</u> EAST COAST OF FLORIDA</p> <ol style="list-style-type: none"> 1.) Anchorage (12,000 Sq. Ft. Home) 2.) Wyndsong North(250 Houses) 3.) BocaHarbor (9,000 Sq. Ft. Home) 4.) BocaKeys (8,400 Sq. Ft. Home) 5.) Boniello Acres (500 Houses) 6.) Beleverde Estates(1,200 Houses) 7.) Wyndsong Isles (250 Houses) 8.) Fieldbrooke Isles (500 Houses) 9.) Hawks Landing (17,250 Sq. Ft.) 10.) Horseshoe Acres (14,000 Sq. Ft.) 11.) Hughes Cove (5,000 Houses) 12.) Key Biscane (8,500 Sq. Ft. Home) 13.) Le Rivage (15,750 Sq. Ft.Home) 14.) Lighthouse Point (250 Houses) 15.) Manalapan (24,250 Sq. Ft. Home) 16.) Ocean Cove (4,200 Sq. Ft. Home) 17.) Ocean Ridge (3,000 Houses) 18.) Royal Palm (450 Houses) <p><i>Note. (# Houses) Refers to the number of houses in that community that I managed and designed. (# Sq. Ft) refers to a single house in that community that I managed and designed.</i></p>

