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## **PROJECT MANAGER**

I am Interested in a challenging and rewarding position within a stable organization that will inspire and allow me to utilize my vast knowledge, education and experience to provide for advancement.

Decisive, creative, action-oriented and results-focused professional offering 30 years of experience in the Project Management / Architectural/Structural engineering industry with last 15 years focused as an (PMP) Project Management Professional. Offer outstanding talents in organization and Project Management. I have Coordinated and managed developments, projects, and project teams. I have the ability to prioritize and organize multiple projects and meet deadlines. I have references and can provide upon request the projects that I managed in a safe working environment. I am driven by new challenges and have the desire to be successful in all endeavors assigned to me. I thoroughly enjoy navigating all aspects of complex projects.

## **COMPUTER / SOFTWARE SKILLS**

- Auto CAD 2013
- REVIT 2012
- 3D Studio Max
- Solid Works
- Adobe Photo Shop
- Mi -Tek
- Primavera Sure Trak Project Manager
- Timberline Estimating/Accounting
- Microsoft Word
- Microsoft Outlook
- Microsoft Power Point
- Project 2013
- Timberline Framing for Autodesk  
And Revit 2014

## **PROFESSIONAL BACKGROUND**

**CRONIN ENGINEERING, INC.** – Naples, Florida – 2011 to 2016

### **Senior Project Manager**

*(Structural firm specializing in designing single family, multi-family, resorts, commercial, industrial and institutional buildings).*

- Obtained architectural designs and structurally engineered them, per code, for permit and construction (See attached Project List for managed developments).
- Managed multiple developments (24) total on the East and West coast of Florida.
- Performed field inspections on all aspects of construction, including, providing signed and sealed letters of repair (RFI's).
- Responsible for project tracking. Creating weekly reports, daily operational procedures and on-site coordination of structural documents with field contractors and subcontractors.
- Consistently found new alternatives in the structural design and development of design-build energy savings projects (Green Building, LEED).

**BYA International** – Helmand Province, Afghanistan – 2010 to 2011

**Senior Project Manager**

*(International Project Developer/contractor of Afghan National Army base, Afghanistan).*

- Project managed and constructed military base housing to hold 3,000 military troops and officers in Afghanistan. Project value \$52 million to \$60 million.
- Developed and managed budgets, hired and train staff in all phases of construction. Interfaced with senior staff and subcontractors during project cycle in meeting project milestones and project timeline completion dates.
- Managed 10 to 15 staff members.
- Reviewed scope of work, estimate costs, value engineered construction documents, review and approve subcontractor/vendor contracts.
- Ensured that all subcontractors operate safely with weekly meetings.
- Reviewed framing, truss drawings, Mechanical HVAC, Plumbing and Fire Sprinkler shop drawings for accuracy and design for cost and energy efficiency.
- Managed and enforced, International Building codes, National Electrical codes, American Disabilities Act, Life and Safety 101, National Fire Protection Agency codes, Mechanical codes and Anti-Terrorism 2008 codes.
- Office and field management, scheduling, design intent, permit documents, field supervision and inspections on all stages of construction when required, on-site coordination of architectural documents, Weekly managerial meetings with Army Core of Engineers and all subcontractors.
- Created Meeting Minutes and prepare field reports/RFI's/weekly developmental project reports from beginning stages through final CO.

**FINFROCK INDUSTRIES** – Apopka, Florida – 2007 to 2010

**Senior Project Manager**

*(Architectural / Builder of commercial buildings, parking structures, student housing, and mixed-use retail developments).*

- Project managed developments on Hotels, Hospitals, Educational Facilities and Retail centers.
- Joined the firm when backlog was enormous and profitability declining.
- Inherited projects that were in jeopardy of being lost due to time restraints or over budgeting.
- Through series of procedures and actions my team subsequently delivered an outstanding project that was completed on time and within budget that met with the customers' approval.
- Prepared construction budgets on detailed work and critical path method (CPM).
- Prepared accurate, timely and detailed weekly project status reports.
- Created reports on work completed to date, working schedule, subcontractor change orders, customer issues, RFI's.
- Prepared meeting minutes, team assignments and action item tracking correspondences.
- Managed developments using local and international building codes from beginning stages through final close out.
- Completed projects within budget and time schedules which eliminated backlog.
- Created and implemented new standards allowing time for the company to expand into new areas of construction by focusing on unique ways to save time and money on all projects.

**TOLL BROTHERS, INC.** – Orlando, Florida – 2004 to 2007  
**West Coast Studio Project Manager**

*(Architectural firm specializing in designing multi-family dwelling units, resorts, commercial, industrial and institutional buildings).*

- Managed multiple developments (14) on Florida's East coast from Naples to Tampa.
- Supervised and trained 8 Superintendents, 1 Project Manager, and 1 Senior Project Manager.
- Performed field inspections on Framing, Roof and floor trusses, Electrical, HVAC, Plumbing, Fire protection systems. Calculated heat load calculations and air quantity & duct sizing calculations.
- Extensive experience in design of HVAC, plumbing and fire protection systems.
- Responsible for project tracking and weekly reports, daily operational procedures and on-site coordination of architectural documents Field superintendents and subcontractors, as well as direct liaison between the corporate office and assistant Project Managers.
- Conducted monthly safety staff training meetings.
- Consistently found new alternatives in the development of design-build energy savings projects (Green Building, LEED).

**WCI** – Sunrise, Florida – 1999 – 2004  
**Project Manager I**

*(Large Architectural and Development firm specializing in designing and manufacturing high-end multi-family homes and commercial buildings).*

- Company completed \$12 billion in building volume, which included more than 250,000 multi-family dwelling units and 3,000 resort accommodations, some internationally, as well as commercial, industrial, and institutional buildings.
- Acted as direct liaison between clients, building departments and operational staff.
- Project Managed developments using applicable building codes and City's code requirements.
- Conducted field inspections, framing walks and on-site coordination with sub-contractors and architectural construction documents on all multi-family and single family developments.
- Managed 5 Superintendents and 2 Project Captains.
- Conducted monthly on-site managerial meetings with owners, field project captains and sub-contractors.
- Created field reports, RFIs, and weekly developmental project reports.
- Used strong project management image/presence to heighten team's creativity, coupled with assuming responsibilities from the design stages through close out.

**PULTE HOMES** – Deerfield Beach, Florida  
1994 to 1999  
**Project Manager**

*(Large Architectural and Development firm specializing in designing and manufacturing high-end single and multi-family homes)*

- Designed architectural, framing, electrical, plumbing, HVAC plans and completed final construction documents to code using Florida and International Building Codes from preliminary design stage to complete permit construction documents using Auto Cad / Soft desk 3D programs.
- Managed multiple developments on a daily basis unsupervised; and completed each development within scheduled time and budget.
- Project Managed developments using applicable building codes and City's code requirements.
- Performed field inspections on Framing, Roof and floor trusses. Calculated heat load calculations.
- Helped the firm receive the Prism Award in 1999, 2000, 2001, as well as the Aurora Award in 2002.
- Daily responsibilities in design and varied Project Manager Experience led to my having consistently exceeded the company's objectives by achieving double digit gains in revenues and profits for the firm.

**EDUCATION**

1988 - 1990 Edison Community College - Fort Myers, Florida  
A.S. – Construction Project Management

1986 – 1988 Northern Virginia Community College – Woodbridge, Virginia  
A.S. – Structural Engineering

1981 – 1986 Williamstown University – Wilmington, DE  
B.S.A.D. – Architecture

**MILITARY**

1978 – 1981 P.O. 2nd Class Aviation Survival Training Man  
U.S. Coast Guard – Alexandria, Virginia

**COMMUNITY AFFILIATIONS**

Member Green Building Council (USGBC) (LEED)  
Member Palm Beach County Chamber of Commerce  
Volunteer Big Brother/Big Sister  
Member Collier Building Industry Association