

CONSTRUCTION DEVELOPMENT CONSULTANT

Summary

Diverse Experience: Planning & Development, Construction, Project Development with technical experience using AutoCAD & GIS Systems. Background & Qualifications are ten years of college credits combined with 15 years of work experience.

Experience

07/2016 to 10/2016

Construction Development Consultant Company Name i¼ City , State

- Provided professional guidance in constructing government housing in rural regions of South Africa, including developing, implementing and administering methods of obtaining materials and costs, improved methods in regards to labor tasks in building structures using primarily cement/ mortar.
- Utilized management experience garnered from past work in the United States that differed from long used methods in South Africa.
- Created maps, task lists, materials list, network contact logs, including vital daily interaction/ communication with foreman and laborers alike.

03/2012 to 07/2016

Assistant General Manager Company Name i¼ City , State

- Administrate daily operations through effective leadership which includes making vital decisions allowing company to expand into new markets.
- Inform Board of Directors of the progress and potential road blocks that may hinder progress and provided recommendations that may ensure revenue growth.
- Value the importance of networking with emphasis on enterprise to enterprise development.

06/2009 to 03/2012

Director of Planning & Development Company Name i¼ City , State

- Coordinate projects with Tribal Council, providing detail information including project status reports.
- Introduce to Tribal Council a different perspective in community development with statistics revealing impacts to community & probable funding source(s).
- Primary focuses within the planning realm are; new housing development, land-use process, facilities, business districts, municipalities & environmental impacts.

01/2009 to 05/2009

Manager of Operations Company Name i¼ City , State

- Managed the functionality of five distinct community service programs, including the directors and staff of each individual department; much of the responsibility was to fulfill the needs and concerns of the entire community and to do so in an expedient and professional manner.

06/2007 to 09/2008

Manager of Data Engineering Company Name i¼ City , State

- Managed technical staff; converted paper maps to digital formats targeting uranium deposits.
- Organized existing maps and developed exploration maps, ore-reserve maps and regional location maps for the planning and extraction of uranium.
- Uranium Resources Inc.
- is in operation to provide alternative energy for future power plants throughout the United States.

06/2006 to 05/2007

Office Engineer Company Name i¼ City , State

- Served as an assistant to the project manager and performed periodic inspections of the construction being performed on a large earth substance dam near Durango, Colorado.
- Assisted engineers and office managers with the company's multi-million dollar pay estimates on a monthly basis.
- Developed high-quality 3-D structural lift drawings using AutoCAD software and worked closely with Bureau of Reclamation's concrete specifications and design being used to construct a large earthen dam.

06/2003 to 03/2006

Natural Resource Planner/ AutoCAD Technician Company Name i¼ City , State

- Established a new work station utilizing AutoCAD & ArcView software programs for the Ute Mountain Ute Tribe's Planning Department, this allowed for better mapping system for community development purposes.
- Produced and compiled a comprehensive ten-year natural resource plan.
- Examined annual reports and provided recommendations for fifty-three departments.
- Reviewed project specifications and offered insight for possible changes effecting community development.
- Oversaw department needs assessments in relation to departmental goals and objectives for fifty-three departments.

Education and Training

Master's : Business Management Colorado Tech University Business Management

2002

Bachelor of Science : Geography Business Information Systems Utah State University 1/4 City , State Geography Business Information Systems
1997

Associate of Science : General Studies College of Eastern Utah 1/4 State General Studies
1993

Associate of Applied Science : Computer Aided Drafting ITT Technical Institute 1/4 City , State Computer Aided Drafting
Certifications

Business Management Scheduling Development OSHA & CPR Certified Tribal Government Human Resources Native to Native Networking
Project Management Business Networking Employee Relations Hiring and Retention Administration Business to Government Liaison Development
Consulting Community Planning Business Development International Business

Skills

ArcView, AutoCAD, Business Development, Business Management, Consulting, Council, CPR Certified, Employee Relations, Government,
Hiring, Human Resources, International Business, leadership, materials, office, natural, enterprise, network, Networking, progress, Project
Management, quality 3, Scheduling, statistics, annual reports