

## CONSTRUCTION SERVICES PROJECT MANAGER

### Summary

Dedicated Property/ Facilities Specialist with more than 10 years overseeing a diversified portfolio of commercial properties totaling over 1 million square feet and residential properties with a combined total of over 1,000 units. Successful and experienced manager proficient in budgeting, planning, bidding, purchasing, staffing, supervision and improvement implementation of commercial and residential projects. Adept in customer relations, marketing, sales, leasing and collections versed in all aspects of operating, maintaining, leasing, marketing, staffing, financial reviews and budgeting is seeking a permanent position as a Facilities Specialist/ Property Manager .

### Highlights

- Multi-family property management
- Commercial property management
- Mortgages and loans
- Sales and marketing
- Skilled multi-tasker
- Microsoft Office
- Knowledge of leasing and market conditions
- New construction, renovation, remodeling and remediation
- Flexible schedule
- Proficient at portfolio due diligence

### Accomplishments

Decreased operating costs by [Number] % by implementing new cost control procedures. Implemented new rent collection procedures, increasing rental income for [Year] . Developed annual budgets, including determining short and long-term goals to support the overall profit and growth objectives. Managed a portfolio consisting of approximately [Number] sites comprising approximately [Number] square feet. Trained and mentored [Number] new employees each year.

### Experience

01/1994 to 01/2008

Construction Services Project Manager Company Name i/4 City , State

- Provided construction management services, including crisis management, project analysis, build-outs and marketing of nonperforming development projects for financial institutions.
- Responsible for analysis of project design to identify alternatives, reduce costs and recommend changes for greater savings.
- Negotiate with bidders, supervise contracting and hiring.
- Supervision of professionals including legal, real estate, engineering, architectural and trades to insure top performance.
- Successfully completed development, construction and sales over 2000 residential units and over 1M sq. ft. of commercial and industrial property for principals and institutional owners.

01/1988 to 01/1992

President and Manager Company Name i/4 City , State

- Managed a 250 unit townhouse development prior to and after foreclosure and sale of the project.
- Successful and profitable completion the remaining units and site improvements while positively interacting with residents and local officials.
- Managed [Number] commercial properties totaling over [Number] square feet.
- Achieved the highest possible net operating income by implementing cost control and revenue improvement programs. Oversaw budgeting process for [Number] assigned properties.

01/1981 to 01/1983

President and Manager Company Name i/4 City , State

- Managed a 200 unit townhouse development after a bankruptcy and sale of the project.
- Successfully completed the remaining units and site improvements while positively interacting with residents and local officials.

01/1971 to 01/1980

Facilities Manager Company Name i/4 City , State

- Conducted the planning, budgeting, purchasing, and implementation of all facilities operations and tenant improvements for multiple shopping, office and industrial buildings.
- Responsible for purchasing all maintenance supplies, supervising property and system maintenance, landscaping, snow removal.
- HVAC, sprinkler, electrical, parking lot and roofing inspections, repair and routine maintenance.
- Supervised and scheduled all maintenance functions to support daily operations.
- Responsible for contracting of all capital and tenant improvement projects; supervision of onsite personnel and contractors, supervision of repairs, remodeling, custodial crew, grounds crew, and supporting services.
- Responsible for supervising approximately 55 employees in 12 buildings on 395 acres of land; and all maintenance and service equipment such as lot sweepers, floors scrubbers, compressors, HVAC equipment, generators and electric tools.
- Achieved the highest possible net operating income by implementing cost control and revenue improvement programs.

## Education

Bachelor of Science DELAWARE VALLEY COLLEGE 1/4 City , State AIG Property Seminar ICLE & Goldshore & Wolf Seminar "Funding & Developing Properties" Kronish Lieb Weiner & Hellman, LLP Seminar "Insurance Coverage for Business With Environmental Concerns" Seminar sponsored by the NJ Dept of Economic Development, "Brownfields to Greenfields" Asset Management and Disposition Seminars sponsored by the FDIC/RESOLUTION TRUST CORPORATION, Valley Forge, PA including: Asset Management and Disposition Guidelines, Appraisal Standards, Environmental Review Procedures, Commercial Financing, Commercial Credit Underwriting, Due Diligence Review Procedures, Loan Valuation Analysis and Property Management.

Professional Appraisal, Finance and Real Estate Courses, MONTGOMERYCOUNTY COMMUNITYCOLLEGE. Pennsylvania Real Estate License

## Skills

Asset Management, budgeting, Computer literate in MS Office, Word Excel PowerPoint, crisis management, Due Diligence, Finance, New construction, remodeling renovation and remediation, staffing, personnelmanagement, insurance claims, legal, marketing, project design, project analysis, purchasing, Real Estate Valuation