

## CONSTRUCTION AND DESIGN PROJECT MANAGER

### Summary

Seasoned Design and Construction Project Manager with more than 13 years' experience in managing multimillion projects in the US and abroad. Expertise in coordinating and overseeing all aspects of design and construction, from conceptualization to completion, while providing continuous status reports to business owners and investors. Proven track record of achieving construction goals and consistently completing projects on time and budget. Fluency in English and Italian with working knowledge of Spanish and French. Seeking to leverage success and experience to take next career step in a challenging project management position with a respected institution in Connecticut.

### Skills

Sage Timberline Software, Compeat, QuickBooks, Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Access)

### Experience

Construction and Design Project Manager 10/2002 to Current Company Name City , State

- Oversee all facets of project management for several multimillion-dollar restaurant and residential projects in New York City and London, including contract negotiations and administration, project estimation, material purchasing, budget management, and site management; managed design and construction for 10 projects to date.
- Coordinate with owner and investors during pre-construction phase to develop requirements, scopes of work, and budgets; execute and manage budget and schedules from conception to completion.
- Organize trades, procure source materials, and liaise between owner, principal architect, designers, engineers, subcontractors, and vendors.
- Partner with architects to solicit bids for construction and design, assess bids, and award contracts.
- Manage selection and hiring of design and construction subcontractors, and work with both teams to achieve milestones on time and on budget.
- Document observations and photograph ongoing design and construction work, produce field reports, and regularly communicate project status to internal partners weekly.
- Investigate issues and expedite resolution to maintain timelines and budgets; develop strategies to prevent recurrence of issues.
- Research and commission artisans to build site specific and custom objects for interior and exterior design and décor.
- Source and purchase materials from international vendors, and purchase and coordinate material shipments from vendors to construction sites.
- Ensure compliance with requisite regulations, including federal, state, and local building codes and safety guidelines.
- Past experience includes Education Program Coordinator at Solomon R.
- Guggenheim Museum, Office Manager at Cranmer Art Conservation, Inc., and Assistant Program Manager at Trinity College.

### Education and Training

Bachelor of Arts : Museum Studies and Art History Art History Italian The City College of New York City , State Museum Studies and Art History Art History Italian

The University of Vermont City , State Dean's List

### Certifications

Design and Construction Budget Development and Management Project Management Requests for Proposal and Estimation Contract Negotiations and Administration Sourcing and Procurement

### Skills

architect, Art, budget management, Budget Development and Management, budgets, budget, building codes, Contract Negotiations, contracts, Design and Construction, hiring, materials, Access, Excel, Microsoft Office Suite, Outlook, PowerPoint, Word, Office Manager, Procurement, Project Management, Proposal, purchasing, QuickBooks, Research, safety, Sage, Solomon, Timberline