SUMMARY

# GREGORY BENLOSS,

[gbenloss@yahoo.com](mailto:gbenloss@yahoo.com) Long Island, NY 11758

Collaborative Project Manager with 10 years of experience working closely with Project Management, Asset Management, other technical team members to provide support on engineering planning, Real Estate Development and environmental assignments for federal state and municipal contracts**.** Adept at tracking and monitoring project schedules and budgets updating and reviewing financial status reports and ensuring deliverable deadlines are met. Excellent verbal and written communication skills; able to deliver top-notch client interface and support while working effectively with members in a small team environment.

# EDUCATION

* Master of Business Administration M.B.A in Construction and Real Estate
* BSc. (Hons.) Estate Management

**KEY PR**OFICIENCIES

* Fieldwire
* ProCore
* Vendor sourcing
* E-builder
* Quality assurance and control
* MS Excel
* Investment Analysis (NPV, IRR, Cash flow)
* Budgeting and forecasting
* Contract proposals
* Key elements of contracts
* Request for proposals (RFPs)
* Contracts
* Procore Appraisals
* Investment Analysis (NPV, IRR, Cash flow)
* Budgeting and forecasting

# PROFESSIONAL EXPERIENCE

## Morganti Group Inc., NY (SCA-Ground Up) March 2023 – Present Assistant Project Manager

* + Assist Project Manager to oversee, manage, and coordinate all aspects of Construction Projects from planning to closeout.
  + Review and Understand All Contract General Conditions, Work Scope, Specs, Drawings, Submittals, RFIs, Change Orders.
  + Organize, prepare, compose, review, track and distribute RFIs.
  + Organize, prepare, compose, submit, track all submittals and contract communications
  + Ability to take/compose weekly construction status report with photos and general descriptions
  + Basic understanding of construction schedule development and ability to produce 2-4 week look heads
  + Process project closeout documents, quantify requirements, procure from subcontractors, track and process with owner through completion.
  + Correspond and Communicate with the SCA as well as with other trades
  + Attend and participate in Project Meetings with the SCA
  + Regular job site visits and inspection to view progress of projects.

## Michilli Inc Manhattan, NY June 2022 – December 2022 Assistant Project Manager

Luxury retail boutique projects including: Gucci- Roseville California ($17+ Million), 530 Broadway, Manhattan ($15+ Million), Fendi - California ($16+ Million),

* + Receive and distribute project information (sketches, drawings, specs, addendum, etc.) in a timely and accurate manner to Project Team.
  + Attend and take minutes of project hand-off meetings, kick off meetings, and weekly progress meeting. Send out meeting minutes in a timely manner.
  + Ensure sub-contractors are insured and compliant prior to start of project.
  + Maintains full appreciation of project schedule and deadline.
  + Used Microsoft Project to create schedules, project plans, manage resources, keep track of time.
  + Coordinate with Project Manager to generate submittal, RFI and change request logs.
  + Provide support to Project Team to facilitate planning and coordination of construction.
  + Expedite vendor estimates and proposals used for client change requests.
  + Coordinate with sub-contractors and vendors to ensure timely closeout for DOB.
  + Ensure all necessary documentation and information is inputted daily into Procore and Timberline.
  + Create an electronic and hardcopy close out book for each project.
  + Assist in Estimating of select projects including take off, subcontractor requests for proposals, scope sheets, procurement and scheduling.

## Jay Shapiro & Associates, Inc. NYCHA (ShapiroCM) Manhattan, NY February 2021 - May 2022 Project Engineer

For a $5 Million NYCHA roofing renovation project in Manhattan

* + Completes engineering projects by organizing and controlling project elements.
  + Develops project objectives by reviewing project proposals and plans and conferring with management.
  + Determines project responsibilities by identifying project phases and elements, assigning personnel to phases and elements, and reviewing bids from contractors.
  + Used Microsoft Project to create schedules, project plans, manage resources, keep track of time.
  + Determines project specifications by studying product design, customer requirements, and performance standards.
  + Completes technical studies and prepares cost estimates.
  + Confirms product performance by designing and conducting tests.

## Cedar Realty Trust, Port Washington, NY Project Manager/Senior Analyst

* Assist in the selection and hiring process of project design team members

## November 2018 - July 2020

* Participate in the design process providing budget schedule and constructability input
* Engage and direct engineering consultants and architects as needed to complete projects
* Used Microsoft Project to keep track of day to day tasks**.**
* Administer punch list and project close-out activities including acceptance and completion of project
* Review and interpret plans and specifications
* Manage relationships and interface daily with engineers’ contractors, architects and colleagues.

## Boxwood Means LLC, Stamford, Connecticut July 2018 - March 2019 Senior Real Estate Analyst

* Produced desktop valuations and FieldSmart reports for small commercial properties nationwide.
* Coordinated with staff on collateral research, comps selection and review of physical property inspections.
* Processed and track client orders electronically, using Boxwoods web-based software platform.
* Responded promptly to client inquiries; and communicate effectively with team and senior management in time-sensitive environment.

## John Hancock Real Estate, Manhattan, NY/Jersey City, NJ April 2017 - February 2018 Senior Property Administrator

* + Maintained tenant accounts to ensure that they are properly set up, charges processed, credits applied, and collection of outstanding arrears are managed on a timely basis.
  + Supported building operations team to ensure all building services are delivered in accordance with all lease requirements, contractual obligations, and good operating practices. Collaborated with the building operations team so that maintenance standards are met and procedures followed.
  + Assisted operations team with leasing, tenant buildouts, drafting contracts and reporting, and other assignments as required.
  + Scheduled/produced daily building calendar
  + Lead development of internal underwriting materials including financial analysis and credit memoranda
  + Defined the risks, mitigants and investment highlights in underwriting or participating in a transaction