

## Summary

Proven ability in directing projects, solving complex problems, and managing logistics, resulting in enhanced operational efficiency. Extensive experience in overseeing multifaceted projects and implementing innovative strategies for cost containment. Successful track record in training and mentoring staff, fostering high levels of engagement and productivity.

## Skills

Budget Management and Control  
Quality Assurance and Control  
Subcontractor Oversight  
Safety Compliance and Regulations  
Document Organization and Management  
Data Analysis and Reporting

Contract Negotiation and Cost Estimation  
Time Management and Scheduling  
Client Communication and Relations  
Change Management Processes  
Construction Project Management  
Commercial Construction Expertise

## Relevant Experience

Civil Project Manager / Estimator

ECG Site Services

Jan 2025-May 2025

### Estimator Responsibilities:

- Perform detailed takeoffs and estimates for demolition, site clearing, SWPPP, grading, excavation, backfill, wet utilities, common site challenges.
- Collaborate with other estimators.
- Interpret RFPs, drawings, and specifications to develop technically sound and cost-effective proposals.
- Coordinate closely with internal teams to align means and methods with execution strategies.
- Solicit and evaluate subcontractor and supplier quotes.
- Determine assess conditions, haul distances, material sources, and constructability factors.
- Maintain current knowledge of earthwork construction methods, equipment, and cost trends.
- Provide input on schedules, logistics, and potential value-engineering opportunities.
- Contribute to continuous improvement of tools, templates, and processes.
- Communicate clearly with estimating and operations leadership regarding risks and assumptions.
- Excellent organizational, time management skills, attention to detail and able to manage multiple bids.
- Proficient in Bluebeam and Agtek.

### Project Manager Responsibilities:

- Plan civil construction projects according to project requirements and engineering standards.
- Ensure overall project quality control, including review of project designs for compliance, company standards, customer contract requirements and related specifications.
- Report directly to CEO.
- Collaborate with field management to ensure successful resolution of issues between the project plan and site execution on an ongoing basis.
- Approve all equipment, personnel changes, and requisitions prepared and submitted by superintendents.
- Organized project staff according to project requirements, including assigning proper personnel to specific projects or components of projects.
- Demonstrate understanding of when to elevate issues and communicate directly with CEO.
- Develop and effectively manage against the project budget to ensure the project meets projected/required margins.
- Ensure the accuracy of weekly labor, equipment reports and monthly cost reports.
- Conducted and documented ongoing financial projections of project performance throughout the project's life.
- Submit accurate, timely cost and income projections for the project, and payment requisitions.
- Demonstrate a thorough understanding of contract terms and specifications.

- Act as contractor representative with owners and owner's engineers at project meetings.
- Ensure timely and appropriate communication of time extensions and delays to the owner in accordance with contract requirements.
- Oversee the issuance of subcontracts and supplier purchase orders.

#### Owner / Partner

##### 8.10 Development Group

Sept 2023-Jan 2025

- Lead a small earthwork and utilities company.
- Successfully expanded the company to add a second office and staff.
- Lead and oversee all aspects of project management activities including schedules, budgets, quality control, contract negotiations, vendor and subcontractor management, closeout.
- Work with clients, architects and engineers to establish scopes of work, project budgets, and schedules.
- Aim for high levels of customer satisfaction through effective project management.
- Forecast, plan, and manage project resources, including allocation and deployment of project teams.
- Monitor and analyze project performance to enhance operational efficiency.
- Obtain all building, specialty permits and coordinate all inspections.
- Perform daily supervision, safety, quality control, provide direction for all subcontractors, and reporting.
- Provide leadership in all company related activities such as pre-construction, construction, marketing, human resources, accounting, etc.
- Manage multiple construction projects at various stages of completion and locations.
- Drive business development to expand the company's construction portfolio.
- Develop and implement policies and procedures for the organization.
- Ensure employee conformance to established guidelines and provide proper direction and training.

#### Owner

##### 8.10 Construction Solutions

May 2019-Jan 2025

- Lead a small commercial general contracting and construction management company specializing in new and remodel projects such as spas, restaurants, offices, retail, landlord and tenant improvements.
- Lead and oversee all aspects of project management activities including schedules, budgets, quality control, contract negotiations, vendor and subcontractor management, closeout.
- Work with clients, architects and engineers to establish scopes of work, project budgets, and schedules.
- Aim for high levels of customer satisfaction through effective project management.
- Forecast, plan, and manage project resources, including allocation and deployment of project teams.
- Monitor and analyze project performance to enhance operational efficiency.
- Obtain all building, specialty permits and coordinate all inspections.
- Perform daily supervision, safety, quality control, provide direction for all subcontractors, and reporting.
- Provide leadership in all company related activities such as pre-construction, construction, marketing, human resources, accounting, etc.
- Manage multiple construction projects at various stages of completion and locations.
- Manage the turnover process from construction to operations.
- Drive business development to expand the company's construction portfolio.
- Proficient in operations management to ensure a smooth transition.
- Develop and implement policies and procedures for the organization.
- Ensure employee conformance to established guidelines and provide proper direction and training.

#### Area Retail Construction Manager

##### Gables Residential / Gables Urban

May 2017-May 2019

- Manage all facets of the retail construction project located within a new mixed-use development which includes design, construction, move-ins and closeout.
- Retail projects include salons, spas, service, fitness, and restaurants.

- Work with clients and owners to determine project requirements: scope of work, cost estimates, schedules.
- Procure architects and general contractors through bid and contract negotiations.
- Work closely with retail team members (architects, general contractors, subcontractors and vendors) to maintain budgets, schedules and track progress.
- Work with the residential construction team to ensure all aspects of retail control areas are delivered in accordance with owner's specifications.
- Items include shell buildings, landscape, parking lots, garages, trash/storage areas.
- Develop, bid, contract and oversee the design, permitting and construction of white box and turn-key build outs which include both retail and restaurants.
- Participate in value engineering of turn-key projects while maintaining intended design.
- Maintain and update project logs, reports, and schedules.
- Coordinate and communicate between landlord, tenants, designers, and contractors.
- Assemble and submit all documents required for permitting and zoning approvals, attend City Council meetings, meet regularly with city officials.

#### Director of Operations

##### Grapevine Mills, a Simon Property

Nov 2009-May 2017

- Primary focus is on the day-to-day facility management of the property as well as the technical and operational advisor to the General Manager.
- Maintain a safe environment and identify and eliminate safety hazards to staff, tenants and customers.
- This includes administration of Safety & Accident Prevention Program, monitoring contractors, and training staff to comply with OSHA, ADA, EPA, asbestos, mold and other regulated programs.
- Manage the work process for both operations and capital projects, including developing scope of work, managing contractors and vendors from bidding, contractor selection, contract negotiations and scope management, from design to close-out.
- Establish, bid, negotiate contracts, monitor and manage all 3rd party vendors such as janitorial, landscape, pest control, HVAC and in-house preventative maintenance programs, to sustain a safe and reliable operation.
- Manage all new and remodel kiosk, in-line and anchor tenant construction projects which include criteria enforcement, plan review, permit assistance, site inspections, etc.
- Average approximately 30 to 40 per year.
- Assist in the development of and manage the annual expense budget, service agreements, capital budgets, and utility costs.
- Manage waste handling programs to ensure efficient and cost-effective practices are in place.
- Support all other mall staff departments in addressing their daily tasks.
- Perform property assessments, develop long range capital plans, budgets, averaging approximately \$5M/year.
- Work with local officials to plan and oversee a fire safety program.
- Participate in preparation for emergency and disaster response and work with the team to maintain the Emergency Management Plan.
- Develop staff members by enhancing their maintenance duties which include vendor education seminars and cross training within various departments.
- Knowledgeable in local, state, federal codes, such as building, fire, OSHA, ADA, asbestos.
- Establish and maintain strong relationships with key civic leaders.
- Manage \$20M Interior Renovation while maintaining normal operations of the facility.
- Mentor to Operations Directors in California, Arizona, Colorado.
- Best Expense Management Award in 2011, 2012, 2013.
- Certifications: NIMS-700 (National Incident Management Systems) through FEMA.

#### Director, Retail Services

##### Gables Residential / Gables Urban

May 2007 – Nov 2009

Successful in the implementation of a new retail division for mid-rise mixed-use developments throughout Texas. Duties include: write and review lease exhibits for construction activity, work closely with development associates to develop construction and pricing documents, communicate with architects, engineers, contractors and field staff to maintain budget and construction timeline requirements, develop design criteria and construction manuals, review tenant submittals to ensure compliance with lease and design criteria, construction oversight, regularly report status to team

members, and also served as the retail project manager for white box, site modifications and non-tenant related activity.

#### Director of Tenant Services

##### Harvest Partners

Dec 2006 – May 2007

Responsible for the design and construction of retail tenant improvements for mixed-use developments in Dallas and Seattle. Duties include write and review lease exhibits for construction activity, work closely with development to develop construction and pricing documents, communicate with contractors and field staff to maintain budget and timeline requirements, review tenant submittals to ensure compliance with lease and design criteria, and regularly report status to team members.

#### Manager, Tenant Coordination

##### The Mills Corporation

Jan 2003 – Dec 2006

Management of in-line tenants, restaurants, anchor design and construction activities, lease administration, cost control, tenant coordination, base building coordination, permit coordination, plan review and close-out. Manage staff of 8 employees throughout the US and Canada.

Management projects to include: The Colonnade at Sawgrass Mills (Sunrise, FL), Vaughan Mills (Vaughan, Ont, Canada), Grapevine Mills (Grapevine, TX), Katy Mills (Katy, TX), Great Mall (Milpitas, CA), Hilltop Mall (Richmond, CA), Meadowood Mall (Reno, NV), Stoneridge Mall (Pleasanton, CA).

#### Project Manager

##### Harwood International

Jan 2001 – Dec 2003

Design and pre-development of hotel, condominium, apartment and commercial high-rise buildings. Direct involvement in base building renovations and expansions. Interface with general contractors, architects, designers, engineers. Responsible for all phases of construction including bidding, value-engineering, and management of hard and soft cost budgets.

#### Tenant Coordinator / Project Manager

##### The Mills Corporation

Jan 1996 – Dec 2000

Management of in-line tenant design and construction activities, lease administration, cost control, tenant coordination, plan review and base building interface. Responsible for specialty retail and anchor tenants, white box design and construction, implementation of special projects which included merchandise delivery, signage scheduling and installation.

Projects include Arundel Mills (Hanover, MD), Opry Mills (Nashville, TN), Concord Mills (Charlotte, NC), Katy Mills (Katy, TX), The Block at Orange (Orange, CA), Arizona Mills (Phoenix, AZ), Grapevine Mills (Grapevine, TX).

#### Education

##### West Texas A&M University

##### Bachelor of Science: Kinesiology

May 1995

#### Training & Certifications

Training from FEMA as a Disaster Recovery Specialist with Certifications in: Incident Command System, Debris Operations, Public Assistance Programs, Damages, Emergency Protective Measures, Program Delivery Manager Operations.