

## **Objective**

Due to the economy and recent lay-off, I am seeking a position within an organization utilizing my managerial background and schooling. Also, where I can build upon past experiences and gain new insights in my career.

## **Profile**

- Hands on construction management professional who successfully maintains the highest quality and control over all facets of multiple projects while working as a team player in the field and being readily accessible.
- Nine years experience in a wide range of commercial construction projects.
- Consistently meet the time schedule and budgeting demands of the project by utilizing highly effective management and troubleshooting skills.
- Enjoys maintaining strong working relationships with design professionals, developers, owners, clients, subcontractors, and construction teams.
- Excellent computer skills. Experience with AutoCAD; Microsoft Project, Office, Word, Excel, Outlook, Power Point, Access, Photo Editor; 3-D Home Architect; Sure Track; Timberline; ThinkPad; WordPerfect; Primavera; Adobe applications; Publisher 2000; Lotus; Corel Draw; various photo applications; Adaptec CD Creator; along with various D-based applications. Capable of quickly learning and implementing any new computer applications as needed.

## **Experience**

Project Manager. Perrotto Builders, LTD, Reading, PA. 2008 – 2009

Directed team for this privately-owned general contractor which included an assistant project manager, two superintendents, field crew, clerical support personnel, subcontractor field and office team.

Accomplishments: Completed projects that had been previously started and managed by someone else.

Re-established working relationships with the owners, field team and subcontractors to complete the projects on time and within budget.

- Worked with owners and architects regarding all aspects of the projects.
- Estimated and purchased field materials for construction.
- Reviewed, approved and implemented all contract and owner change orders.
- Provide value engineering ideas as needed.
- Track construction progress and assured on time project completion.
- Confer with and direct supervisory personnel and subcontractors engaged in planning and executing work procedures, interpreting specifications, and coordinating various phases of construction to prevent delays.

Project Manager. Ondra- Huyett Construction Services, LLC & Ondra-Huyett Associates, Inc., Allentown, PA. 2006 - 2008

Provide construction management services to a local commercial and private client base. Manage specified construction work in accordance with design plans, local codes, and specification compliance. OSHA 30 trained. First Aid and CPR certified.

## **Experience (Continued)**

Accomplishments: Acquired RFP for the Phi Kappa Psi renovation project at Lafayette College. Completed on time and within budget, overcoming the unforeseen circumstances with a historic building. Awarded the ABC for Excellence in Construction for Renovation/Restoration 2007 for Phi Kappa Psi. PPL Lehigh Service Center – successfully completed four projects under budget.

- Estimating, RFP and project takeoffs.
- Prepared bid documents, solicited subcontractors, awarded bids and negotiated contracts.
- Developed preliminary, pre-construction and construction budgets.
- Worked with clients to clarify, develop project needs and provide value engineering as needed.
- Create project schedule, track construction progress and assure on-time project completion.
- Reviewed, approved, implemented and tracked all contract and owner change orders.
- Conduct weekly project meetings and provided weekly construction progress photos.
- Maintain project documentation including: proposals, contract and/or purchase orders, project schedules, accounts receivable, drawings, permits, manifests (if required), health and safety protocols, and project update reports.

Project Manager. Selvaggio Enterprises, Inc, Nazareth, PA. 2005 - 2006

Managed various projects for this privately-owned land developer. Overall responsibilities encompassed all aspects of land development and acquisition, tenant fit outs, on-site supervision, management of new construction, maintenance and leasing contracts. Created and implemented the use of computerized construction forms and contracts used for services and staffing needs required on each project.

- Architectural design review, drafting, wrote specifications and clarifications.
- Value engineering, code compliance review and permitting.
- Developed preliminary, pre-construction and construction budgets.
- Prepared bid documents, solicited subcontractors, awarded bids and negotiated contracts as owner's representative.
- Monitored projects, sites and budgets while troubleshooting problems.
- Worked with tenants to clarify and develop their project needs.
- Project take offs, purchasing construction materials.
- Maintain and expand on vendor, subcontractor, client, architect, local and township official relations.

Assistant Project Manager. Alvin H. Butz, Inc., Allentown, PA. 2000 - 2005

Developed computer forms to expedite, organize and track various stages of the construction management process. Organized company's past filing system to ensure proper tracking, storage and retrieval of past projects. Provided instruction for the LCCC Construction Management class. Created curriculum for documentation and organization requirements. Accomplishments: Acquired RFP for Lehigh Heavy Forge project. While working full-time attended LCC full-time evenings to obtain construction degree to further my career within the company. Assist various levels of management and owners with all office functions.

- Developed preliminary pre-construction and construction budgets for small projects
- Project Manager on smaller projects and acting Superintendent during vacation time.

#### **Experience (Continued)**

- Created and updated project schedules using Sure track and Microsoft Project.

- Reviewed, prepared and tracked submittals, bid documents, project schedules, drawings, permits, manifests (if required), project meeting minutes, change orders, request for information, maintained logs and punch lists.
- Scheduled and organized monthly brown bag information training seminars.
- Conducted weekly subcontractor and foreman meetings.
- Conducted bi-weekly owner meetings and provided construction progress photos.
- All aspects of project closeout. Included punch listing projects.

Uniforce – temp agency, Allentown, PA. 1999 - 2000

(a) Alvin H. Butz, Inc., Allentown, PA. 2000. Field Administrator. Hired direct by Alvin H. Butz, Inc. (b) Lehigh Heavy Forge & CENTEC Roll Corporation, Bethlehem, PA. 1999 - 2000 Executive Secretary. Assisted President/CEO with operation reports, scheduling, company files, absentee reports, negotiated confidential information with government and world wide clients, deliveries, travel arrangements, coordinated visitor luncheons, gathered/developed information for corporate books, expense reports, supplies, company photographer, produced and edited company newsletter.

Financial and Insurance Associate. Prudential Individual Financial Services, Annandale, NJ. 1999.

### **Education**

Associates Degree, Construction Technology & Management. Lehigh Carbon Community College, Schnecksville, PA. 2003

Financial Associate and Series 6. Prudential Insurance and Financial Services National Career School, Huston, TX. 1999

Business Administration & Law. Cedar Crest College, Allentown, PA. 1997 (transferred credits)

### **Industry/Associations/Affiliations**

Memberships: NAFE, Writer's Guild

Education credit CMAA classes: Construction Projects - Speed, Quality, and Complexity... Can we have it all?, Budget Burnout and Safety from a CM Perspective.

Seminars: Padgett Thompson - Word Perfect Shortcut's; Fred Pryor - Exceptional Customer Service, Interpersonal Skills, The Exceptional Assistant, Evelyn Wood Reading Dynamics for Business Professionals and Microsoft Office. Bill Grimes and Associates call reluctance skills. Skill path - Desktop Publishing, Women's Conference. Handling Difficult People. Lorman Education Services – Managing Construction Projects in Pennsylvania: A “HOW” Approach and Contractor's Dilemma of Dealing with Bad Plans and Specs.

**Available upon request:** References and letters of recommendation.

Salary requirements are negotiable.

### **Project Credits 2000 – 2009**

Perrotto Builders, LTD (Project Manager)

- The Reading Hospital and Medical Center, Reading, PA
  - C-1 Renovation \$5,000,000 Interior demolition & renovation.

- C-3 Renovation \$6,000,000 Interior demolition & renovation.
- C Ground Renovations \$2,000,000.00 Interior demolition & renovation.
- C-2 infrastructure, Penthouse, Obstetrics, Pediatrics. Interior demolition & renovation. Former PM running projects was relieved of duties and projects needed to be brought back on track and client relationships restored.
- St. Thomas More Catholic Church, Pottstown, PA
  - Interior and exterior full renovation. \$2,000,000 Second former PM on project was relieved of duties, project needed to be brought back on track and client relationship restored.

Ondra- Huyett Associates, Inc & Ondra- Huyett Construction Services, LLC (Project Manager)

- PPL Lehigh Service Center, Allentown, PA
  - Foreman/Leader Room \$29,415 Interior renovation.
  - Second floor renovations \$236,762 Interior renovation of occupied space.
  - OMS lab \$15,338 Interior renovation.
  - ADA bathroom renovations \$124,274 Bathroom renovations to ADA standards.
- Lafayette College/Phi Kappa Psi, Easton, PA
  - 2007 ABC Award of Excellence for Renovation/Restoration.
  - Interior renovations \$1,361,173 Demo and renovation of interior of 13,000 square foot early 1900's fraternity house. Including replacing the front porch lost during 1970's move. Challenging project as the Architect and Engineer of record were left go prior to project beginning.
  - Water damage 2007 insurance claim: Demo \$5,844; Repairs \$31,349; Extras \$8,858 Coordination, scheduling and communicating subcontractors for out of state owners. Overcame tight schedule requirements and placed students back in housing prior to semester starting.
  - Building 2008 water damage insurance claim \$49,998
- PPL Master Schedule Planning, Allentown, PA \$99,000
  - Coordinate, communicate and schedule GO, Plaza and Service Center projects from the year 2006 through year 2008. Ensuring projects complete in current year budgeted.
- CDR Wells Fargo, Allentown, PA \$6,800 One week project for exterior metal painting.
- 95 Highland, Bethlehem, PA \$650 Two day project for planter sill restoration.
- Lehigh Valley Hospital Patient Access, Allentown, PA \$212,036 Renovation to 5,500 sq ft office space.
- Hair Club For Men, Allentown, PA \$290,000 Renovation and expansion to tenant space.
- Nazareth School Maintenance Building, Nazareth, PA \$11,889 Overhead door renovation.
- Lehigh Valley Sporting Clays, Coplay, PA \$15,758 Porch roof addition.
- OHA/Warwick Lots 13-14, Warwick, PA \$ 10,304 Tenant fit out.

**Project Credits 2000 – 2009 (con't)**

- OHA/Lehigh Valley Hospital Radiology Upgrades, Allentown & Bethlehem, PA \$47,282 Tenant fit out.
- OHA/DBSI, Valley Forge, PA \$40,557 Tenant fit out.
- Iglesias Carismatica Church Renovations, Allentown, PA \$106,259
- Billy's Restaurant renovation and Roof Replacement, Easton, PA \$299,392

Selvaggio Enterprises, Inc (Project Manager)

- Moser Office Building, Bethlehem, PA \$1,000,000 Land development for leasing space.
- Route 663, Quakertown, PA Tenant fit out for lease space.
- C & D Building, Bethlehem Township, PA Land development for warehouse space.
- Excavation Building, Nazareth, PA Land development for metal fabricated building.
- Eberhart, Whitehall, PA Land development for adult residential community.
- Yeker Farms, Salisbury Township, PA Land development for single family homes.
- Selvaggio Drive Lots 5 & 7, Nazareth, PA \$2,000,000 Warehouse land development.
- Selvaggio Drive Lot 6, Nazareth, PA \$28,000 Tenant fit outs for lease space.
- Selvaggio Shopping Center, Nazareth, PA Land development planning.
- Selvaggio Drive Lot 1, Nazareth, PA \$1,000,000 Land development, bidding and awarding subcontractors for metal fabricated warehouse lease space.
- Selvaggio Drive Lots 3 & 4, Nazareth, PA
  - Various tenant & warehouse fit outs for lease spaces.
  - SCS Interior renovations \$58,000 Tenant fit out for lease space, developed architectural drawings for work to be performed.

Alvin H. Butz, Inc (Assistant Project Manager)

- East Side Youth Center, Allentown, PA Renovations and addition to gymnasium.
- Lehigh County Historical Society, Heritage Center, Allentown, PA New 30,000 sq ft museum and office building.
- Allentown Parking Authority, Allentown, PA \$1,300,000 Arts Walk.
- Lutron Electronics Company Inc, Coopersburg, PA \$17,300,000 CB-5 office building. New 134,000 sq ft office building.
- Lehigh Heavy Forge, Bethlehem, PA \$3,178,925 Structure repair after explosion.
- Lehigh Valley Hospital, Regional Heart Center, Allentown, PA \$11,560,000
- Great Valley Girl Scout Council, Phased renovations to Camp Mosey Wood. \$5,900,000
- Lehigh Valley Restaurant Group/Red Robin Burger and Emporium, Allentown, Neshamity, Mechanicsburg, PA \$3,400,000
- Mountain Laurel Center for Performing Arts, Mount Laurel, PA \$21,000,000 Amphitheater, cabaret parking and associated utilities.
- Muhlenberg College, Allentown, PA \$12,900,000 Two Dormitories and Commons Building.

**Project Credits 2000 – 2009 (con't)**

- Allentown Symphony Hall Association, Allentown, PA \$4,500,000 Phase 3 renovations. Interior auditorium renovations, new kitchen, new banquet facilities and addition with music classrooms, elevators and dressing rooms 10,000 sq ft renovation and 10,000 sq ft addition.

- Community Services for Children, PA \$250,000 Interior renovations for library fit-out.
- Allentown School District, Allentown, PA J. Birney Crum Stadium renovations.
- Haverford College, Haverford, PA Gardener Integrated Athletic Center. New 91,850sq ft student facility. First LEED Certified Athletic building in the US. (On site Assistant Project Manger)
- DeSales University, Saucon Valley, PA
  - Street renovations
  - Statue and walk renovations
  - Student Residences
- Air Products and Chemicals Inc, Allentown, PA (On site Assistant Project Manager/Assistant Superintendent)
  - Ashland Chemical Relocation & Allentown Data Center
- Moravian College, Bethlehem, PA
  - Priscilla Payne Hurd Gallery \$331,000 Art Gallery renovations.
  - New Academic Building \$10,000,000 New Classroom facility. On site superintendent during demolition of city block existing homes. Assistant Project Manager during construction phase.
- Milford Enhancement Committee, Milford, PA \$74,500 Streetscape Phase 3. Street and sidewalk project. Government Funded/Public project. (Project Manager)
- Lehigh University, Bethlehem, PA (On site Assistant Project Manager/Assistant Superintendent)
  - Grace Hall renovations \$4,000,000
  - Building 101 renovations \$750,000
  - Ulrich Fields – Phase 2 \$600,000
  - Coppee Hall renovation of classroom building \$2,200,000
  - Wilbur Powerhouse renovation \$450,000
  - Sprinkler System Retrofit for various student housing phased 2001 – 2005 \$8,000,000
  - Building 84 – Chi Psi renovations
  - Animal Research Lab \$3,500,000
  - Campus Square mechanical equipment modifications \$118,000
  - Campus Square bookstore fit-out \$116,000
  - Campus Square retail infrastructure \$327,231
  - Campus Square student housing \$50,000,000
  - Campus Square parking garage
  - Iacocca Hall renovations
  - Varsity House expansion & renovations \$1,500,000

### **Project Credits 2000 – 2009 (con't)**

- Agere Systems, Inc./Lucent Technologies, Brienigsville, PA & Allentown, PA (On site)
  - Pod 8 Class 100 Clean Room \$3,292,000
  - New Data Center \$92,000
  - Command Center renovations \$85,000

- Infrastructure upgrades \$3,521,000
- MRC Addition/Bldg 33 \$360,000
- Fiber Amp facility, Iron Run Business Park \$17,500,000
- Snowdrift facility fit-out \$6,000,000
- Allentown business consolidation \$100,000,000
- Pod 7 South IBT tool 2 \$90,000
- Pod 7 renovations \$3,294,500
- Leggett house renovations \$45,000
- OEC IV – New office/light labs \$26,000,000
- Entrance renovations \$91,000
- Gas house \$1,000,000
- Central Plant Utilities expansion \$773,000
- Bldg 33. Equipment relocation \$360,000
- Telecommunications duct bank \$62,000