

## OBJECTIVE:

I am an experienced project manager seeking a full-time position with a professional architectural firm where I can use and enhance my skills in all phases of architecture and design. I have design and technical project management experience from small renovation projects (\$2-3 million) to large multi-discipline resort projects (\$200- 900 million).

## QUALIFICATIONS AND EXPERTISE:

- Training in principles of The Natural Step and effective implementation of sustainable design.
- Take charge professional: effectively manage clients, staff and project operations.
- Excellent communication and ability to promote the company's policies and procedures.
- Leadership required to guide a project team to successful completion of projects.
- Effective direction, management and collaboration with Project Engineers and Consultants.
- Understanding of building permit process and submission for various size projects.
- Review and management of projects, costs, schedules, and billings.
- Successful management of the project close-out process.
- Highest level of professionalism and ethics promoted among project team.
- Extensive experience: hospitality, site planning, residential, civil, structural design and drafting.

## PROFESSIONAL EXPERIENCE:

Cunningham Group, Las Vegas, Nevada and Minneapolis, Minnesota

05/06-06/09

### Project Coordinator

- Provided management/coordination of the project program in the planning, design & construction associated with applicable trade packages' & construction activities.
- Reviewed all design deliverables, bid packages and contract documents related to the trade package's coordination & conformance to program requirements.
- Oversaw design progress/coordination/review meetings to identify interfaces & coordination requirements.
- Created presentation documents for review during public meetings and for submittal to county commissioners.
- Developed & presented phasing plan option for consideration by owner for Durango Station Casino.

### Projects:

Durango Station Resort & Casino

Harras's Cherokee Hotel & Casino: 21<sup>st</sup> level suite renovations, Food Court

Green Valley Ranch Opium Bar

Green Valley Ranch Pool Bar

Green Valley Ranch Office Remodel

Cunningham Group Las Vegas Office Expansion

Bergman Walls & Assoc., Las Vegas, Nevada

11/04-05/06

## Project Manager

- Responsible for the development and production of construction documents.
- Established all parameters and controls for the project documents, maintained project records, coordinated design concepts with all project consultants, and contractor primary contact.
- Performed construction planning/phasing/oversight to identify interfaces & coordination requirements.
- Conducted coordination meetings with consultants.
- Participated in meetings with bidders and subcontractors (pre-bid, pre-award, preconstruction conferences, etc.) to monitor and explain the program requirements as appropriate.
- Assisted owner in defining, selecting and administrating construction packages including reviewing addendums, submittals and reports.

Project:

Trump International Hotel Tower

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Friedmutter Group; Las Vegas, Nevada

03/00 - 11/04

## Project Manager

- Responsible for the development and production of construction documents for various projects.
- Assisted with bid package preparation, trade bid, bid review, and award recommendation of Green Valley Ranch Expansion.
- Attended meetings with owners and hotel operations to discuss current and future projects.
- Attended weekly meetings with Superintendent at job site to review cost and project updates.
- Responsible for establishing and tracking time, cost and quality goals on multiple projects simultaneously for both in-house and outside consultants.
- Traveled to India, Hong Kong, Macau and Singapore to meet with prospective clients.
- Responsible for daily site visits and Construction Administration for several projects, including handling RFI's, submittals and shop drawings.
- Distributed work to production department and provided one-on-one training to new hires.
- Researched information for product usage, UBC codes, city standards and federal codes.
- Arranged and attended punch list walk-through with clients during all projects.

Projects:

Green Valley Ranch Hotel Expansion  
Green Valley Ranch Ballroom Expansion  
Sunset Station Exterior and Guestroom Renovation  
Sunset Station Bowling Center  
Texas Station Bowling Center and Ballroom Expansion  
The Ritz Carlton, Lake Las Vegas (hotel and parking garage, spa building)

Atlandia Design (Mirage Resorts Inc.); Las Vegas, Nevada

01/97 - 3/00

## Senior Job Captain

- Involved in design development of the proposed Le Jardin Casino/Hotel Project.
- Designed and detailed of interiors millwork and casework.
- Created as-built drawings from on-site job visitations.
- Executed drawing of plans, elevations and details for a variety of building requirements at each of the company's properties.

### Projects:

Bellagio Resort and Casino  
Bellagio Resort and Casino; Horticulture Staging and Storage Building  
Mirage Danny Gans Theater  
Treasure Island and Mirage Resorts: Back of House Renovations

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G & S Structural Engineers; Idaho Falls, Idaho

08/90 - 12/96

## Senior Structural Draftsperson

- Developed cost effective structural plans for residential and commercial building projects.
- Supervised eight production personnel and successfully met production deadlines.
- Expedited resolution in contractors' problems that occurred during construction.
- Collaborated with precast manufacturer for implementation of Precast Hollowcore, Double Tees and Spandek.

### Projects:

Locklear Residential Estate  
INEL Nuclear Storage Facility Pit 9

## EDUCATION:

- Camden County Vocational and Technical School, Berlin, New Jersey 1980-1984
- Idaho State University, Pocatello, Idaho 1989-1990 Pre-Architectural Major
- University Of Nevada Las Vegas 2003-2004 Architecture Major
- Currently sitting for ARE and LEED exams

## TECHNICAL SKILLS:

- Cuningham Group in-house training for Natural Step, Building Excellence and LEED Certification
- Cunningham Group Project Management Training Seminar
- Autodesk Revit and AutoCAD version 14 thru 2008
- Microsoft Office 2007 Software: Word, Excel, Project, PowerPoint
- Adobe Suite Software: Photoshop version 6 thru CS3, Premier Pro CS3
- Google Sketch Up