

**Project Manager
Commercial and Residential Developments**

Experienced Project Manager with over 11 years combined experience in Technology and Construction. Proficient in identifying and implementing strategies to reduce costs, increase revenues, strengthen customer relationships, improve business processes and drive profitability. Possess keen negotiating, problem solving and team building skills

Proficiencies

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| <ul style="list-style-type: none">• Subcontract Administration• Estimating• Bidding• Budgeting• Voice Over Internet Protocols (VOIP)• Project Control / Management | <ul style="list-style-type: none">• Strong Leadership and Team Building Skills• Preparing RFQs• Hiring and Managing personnel• Preparing RFIs/Addendums/Bid Packages• Fluent in Spanish• OSHA and Hazmat regulations |
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Employment

**ABC Properties
Project Manager**

2005 - Present

Coordinating employees, equipment and materials on several projects simultaneously while keeping them within budget and ensuring on time delivery. Overseeing tenant improvements and residential and commercial developments with estimated values up to \$1.5M. Evaluating the progress of various teams, established tenant improvement standards, negotiated contracts, and maintained relationships with contractors, architects, and consultants. Supervised and evaluated performance for subcontractors and employees. Oversee and coordinate the maintenance, repair and acceptable operations of company-owned properties as well as related equipment and systems utilizing both in-house and contracted services. Worked along side consultants to specify hardware for equipment room, telecommunications and network infrastructure.

MNJ Productions

1999 - 2005

**Project Manager (2000 - 2005)
Warehouse Manager (1999 - 2000)**

Received rapid promotion from warehouse manager to project manager by consistently obtaining results which exceeded expectations. Worked effectively with customers to identify needs, tactfully answer questions, sell products and services, and solve problems. Daily responsibilities included: planning, execution and completion of conference and corporate events including coordination, budget preparation, delivery of high-end audiovisual equipment and final billing. Responsible for overseeing all aspects of production. Delegated work to technical personnel. Gained familiarity with sound, lighting, data and video equipment. Directed timelines for all conferences and corporate events. Prepared and presented pre-conferences at sales meetings. Assisted major corporations such as: Class Room Connect, National Education Computer Conference (NECC), Voice On The Net (VON), MR. Olympia, Arnold Classic, Quick Time Live (Apple), E2 Conference, etc. in planning and execution of internal training and public affairs. Rapport builder with interpersonal skills established in both internal and external business situations. Maintained close personal contact with potential and current clients.



Tye Management

1996 - 1999

Production Manager

Extensive management experience with expertise in performance improvement, industrial engineering, work safety programs, and equipment maintenance. Managed over 30 employees in areas such as production distribution, equipment maintenance, customer service and sales support in both a unionized and non-unionized environment. Developed and implemented effective work safety programs consistent with CA Right-To-Know Laws, Hazmat and OSHA regulations, emergency planning and general safety requirements.

Assigned and monitored daily production. Proven successful in routinely meeting production schedules and under budget. Saved company \$500K in raw materials. Forecasted weekly production schedule based on demand and past sales, ensuring never to incur a back order. Assisted with new product development. Responsibilities included walking all areas of the warehouse with supervisors; to ensure building conditions are maintained and compliant with company standards and employees are exercising proper safety guidelines.

Computer Skills

Software

MS office (Word, Excel, and Outlook), MS Project, Mac OS X, Pages, Final Cut Pro, Keynote, Apple Works

Education

Fire Science, Santa Monica Community College
1996

Foothill Fire Academy
1996