

Project Manager

Motivated and results-focused Project Manager with more than 15 years of experience leading multimillion-dollar projects. Demonstrated ability to produce profitable results while adhering to budget and time constraints. Motivated by new challenges and enjoy navigating through all facets of complex projects. Expert in managing residential and commercial construction projects ranging from general contracting to health and fitness centers. Direct experience leading needs assessments, contract negotiation, and procurement strategy.

Areas of Expertise & Technical Skills

- Lean Processes
- Motivational Leadership
- Program Management
- Full Life Cycle Management
- Budgeting
- Stakeholder Communication
- Process Improvements
- Proposal Development
- Cost Reduction
- Software Implementation
- MS Project
- MS Office

Professional Experience

[REDACTED], Lake Hurst, NJ 2011 – Present

Operations Manager

Control all activities of aviation operations. Meet financial and operational goals while leading teams of 200+ personnel in the execution of diverse projects, including technical implementations, process overhauls, departmental mergers, and personnel training.

- Prepared and maintained all operations and maintenance manuals, aircraft part schematics, and historical logs.
- Streamlined work processes with impact on facility procurement protocols, SOPs, and project procedures.
- Oversaw aircraft equipment valued at over \$32M.
- Earned promotions ranging from Technician, to Flight Engineer, to Assistant Operations Manager, to current position as Operations Manager.

Key Project:

Fleet Airworthiness Contract (on-going)

Budget: \$2.6M • Team Size: 10 Staff & 40 Technicians across 10 sites • Methodology/Tools: ACN Management

- Reduced administrative overhead through customized fleet management operating system to manage aircraft records, inspection schedules, and spare parts for New Jersey-based FBI, DEA and Border Patrol fleet.
- Reduced maintenance costs by \$450k by scheduling preventative maintenance of rotatable components prone to fatigue failure.
- Consistently exceed contract expectations in bi-annual OEM review with average inspection score of 96%.

[REDACTED], Flemington, NJ and Horsham, PA 2006 – 2011

Director of Sales and Operations

Managed all phases of project development for [REDACTED]. Led all aspects of planning, design, permitting, contract procurement, construction, move-in, and closeout. After successful management of two key projects at [REDACTED] of Hunterdon, hired to lead all construction efforts of new athletic club in [REDACTED]. Often acted as link between project team members, General Manager, and other stakeholders during ground-up construction, expansion projects, and renovations.

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Key Project:**Indoor Track & Indoor Pool Addition**

Budget: \$4.1M • Team Size: 11 Staff & 41 Contractors • Methodology/Tools: CSI Spectrum Management

- Drafted project budget and managed all preconstruction meetings, punch list development, constructability and coordination reviews, RFI's, and change orders.
- Scheduled construction timeline around clientele to ensure not to disrupt business operations.
- Avoided fines by ensuring compliance with all building codes and regulatory requirements.

Key Project:**New 55,000 square-foot facility**

Budget: \$4M • Team Size: 4 Staff & 22 Contractors • Methodology/Tools: CSI Spectrum Management, Smartsheet

- Managed project budget and ensured company obtained most competitive pricing through negotiation of contracts with vendors, architects, contractors, and subcontractors.
- Set up project estimates and construction timetable and led construction strategy, including hiring of contractors and subcontractors and coordination/collaboration with building architects and engineers.
- Procured additional resources as necessary as contingency plan to ensure to meet project deadlines.

[REDACTED], Ringoes, NJ

2001 – 2006

Construction Assistant

Accountable across concurrent projects and multiple phases of construction, including contract and permit preparation, cost estimates, insurance documents, and quality control. Ensured projects were executed on-time and under budget.

- Implemented new methodologies that resulted in improving communication of project status; developed and managed electronic punch list, and communicated regular updates to general contractor and clients.
- Reduced project costs through innovation and appropriate allocation of necessary resources, including use of subcontractors, additional suppliers, and alternate sources of labor and materials.

Key Project:**Customer Interior and Deck Remodel**

- Assisted General Contractor in home interior and outdoor deck remodel.
- Generated conceptual 2D renderings for space planning and ensured customer satisfaction from early design stages through completion of project.

Education & Certifications

Bachelor of Science, Operations and Project Management, 2018

[REDACTED], 3.7 GPA

United States Army National Guard, United States Army Aviation School of Logistics

A&P Licensure, Federal Aviation Administration, August 2014 to present

Software Proficiency

CRM & CSI Spectrum Management Software, MS Project, MS Office, ACN Management, MX Management, HeloTrac2x and ULLSA version (E), Smartsheet, Salesforce.com