

CREATIVE INNOVATOR * PROJECT MANAGER * TEAM LEADER

Solid performing professional with several of responsible and creative leadership in interior design & architecture, project management, team collaboration, and ff&e specialist in construction management. Strengths include:

- proven problem solver using strategic focus with creative innovation and established design procedures
- influential team player with an advanced work ethic
- self motivated decision maker
- effective communicator who successfully builds long-term relationships with key clients
- detail-oriented with the ability to effectively multi-task top priorities

RELEVANT EXPERIENCE

Design & Team Collaboration

- Named director of hospitality and government divisions within the interior department after successful demonstration of client satisfaction from personnel directed team objectives
- Responsible for creating the master planning manual for new \$350 billion campus for the Department of Energy at Sandia National Labs in Albuquerque, NM. Interviewed all department heads and inventoried product within the existing campus to produce the detailed space planning document necessary for the required RFP to go out to bidders
- Developed detailed ff&e budget, inventory matrix and specification manuals for contractor and client use resulting in successful \$35M renovation of the historic Interlachen Golf and Country Club in Edina, MN
- Reviewed and approved all interior construction drawings, finishes, and ff&e prior to submittal and procurement, and reselected as necessary to meet time, budget or ADA constraints
- Caught plan omissions and mistakes for electrical, plumbing and window coverings prior to city submission that would have cost a change order of approximately \$1.5 million
- Created budget and managed purchasing efforts for a \$350K accessory budget which netted an additional \$45K savings for the owner of an Assisted Living Campus in New Mexico, resulting in the contract for a second and third project in Arizona and Nevada
- Integral part of design team bringing projects from planning stage to city approval while securing client approval and meeting brand standard criteria for major hotel brands

Project Management

- Management of 20 person staff for design and documentation of a \$80M addition and renovation of local Indian Casino with state of the art event arena, bowling alley and 500 room conference hotel; built on time and within budget
- Successful space plan and ff&e design and subsequent review of construction documents for client approval and quality control on a multi-facility/\$80M historic hotel renovation for Starwood Corp. in Florida
- Responsible for project billing, staff scheduling and contract administration resulting in design projects being completed on time, in budget and with customer satisfaction resulting in repeat business
- Wrote and maintained logs for all change orders, requests for information, submittals, site observation reports, and value engineering cost proposals and pay apps for the interior construction of The Phoenix Sheraton and Santa Ana Star

- Utilized responsive time management skills to produce procurement bids for requested proposals resulting in awards approximately 75% of the time based on accuracy and timeliness
- Established impeccable follow-up reputation which developed and expanded client base from ground up resulting in re-occurring business

Marketing and Client Management

- Influenced network contacts by successful presentation methods which brought in the contract for a 250 room/\$85M new hotel & Convention center in Yuma AZ
- Successfully landed a \$26M contract for design and purchasing of furniture and accessories at the Santa Ana Star Indian Gaming Casino, using prior built relationships and proven consistent trust and ethics to the 10 member client board
- Partnered with owner in developing and writing proposals which resulted in an increase in business by approximately 20% in one year
- Completed interior construction administration for 1000 room City owned/Starwood managed downtown conference hotel requiring timely redesign decisions necessary to bring a \$1.8 billion project in on time and on budget in an 18 month period with client satisfaction of design changes
- Participated in recruiting activities to attract and retain quality personnel to the firm, and made recommendations for hiring
- Attracted long term clients with established marketing efforts and consistent follow-up effort
- Attended public invitation for new county court house and successfully prepared competitive bid for submittal resulting in awarded contract of \$1.2M based on accurate submittal of requirements over other low bid entries

PROFESSIONAL EXPERIENCE

Interior Logic Group; Design Consultant Phoenix, AZ

BBG-BBGM; Project Manager/Senior Designer Scottsdale, AZ

Schick Design Group; Director of Design/Project Manager Scottsdale, AZ

Dekker/Perich/Sabatini; Project Manager/Senior Designer Albuquerque, NM

J. Kattman Associates; Designer/Spec Writer Denver, CO

Atelier Howard McMinn; Designer Denver, CO

The Project Group Inc. Furniture Specialist Denver, CO

EDUCATION & AFFILIATIONS

- B.S. Design & Construction, Business Minor Colorado State University Ft Collins, CO
- NCIDQ Certificate #016270 / Licensed in NM #271 / AZDRE #SA631860000
- NEWH; past V.P. of Administration & Chair of LEED Sustainability, IIDA past member
- Autocad, Bluebeam, Photoshop, Primavera, Powerpoint, Microsoft Suite, Access