

RELATED WORK EXPERIENCE

PARTNER/VICE PRESIDENT, J & L Builders, Middletown, RI

April 2002 - Present

- Responsible for all aspects of owning and operating a construction company
- Perform estimating duties
- Negotiate bid proposals and contracts with clients
- Maintain scheduling and cost analysis for all projects
- Responsible for payroll, accounts payable, accounts receivable, etc.
- Supervise work crew & sub-contractors
- Perform finish carpentry work on high end projects

ASSISTANT PROJECT MANAGER, George B. H. Macomber, Inc., Boston, MA

August 2000 – April 2002

- Responsible for budget control and change order management
- Weekly update the Cost Management Schedule
- Recording and distribution of all construction documents

PROJECT ENGINEER, George B. H. Macomber, Inc., Boston, MA

November 1998 – July 2000

- Set-up, monitor, manage and follow through with shop drawings and submittal process
- Expediting of equipment and material purchases, approvals, fabrications, and delivery in accordance with plans, specifications, and schedule
- Utilized effective communication and interpersonal skills in dealing with internal project management personnel and external project consultants from submittal process through project completion

PROJECT ENGINEER, Kennedy & Rossi, Inc., Lexington, MA

February 1997 - November 1998

PROJECT ENGINEER, J & L Builders, North Kingstown, RI

June 1992 - February 1997

CARPENTER, J & L Builders, North Kingstown, RI

June 1987 - June 1992

SAMPLING OF PAST PROJECTS

EMC Corporation

- 176 South Street Project Phase 2A (\$85 million)
Length of project: 14 months from 25% DD's to substantial completion
360,000 sq.ft. Research and Development facility w/ RAF, swimming pool & cafeteria

Boston College

- Higgins Hall Renovation and Addition (56 million, 3yr. 3 phase project)
41,000 sq. ft. addition and renovation of an existing biology facility

Massachusetts Institute of Technology

- Whitehead Institute (6 million)
Renovation of old warehouse into offices and laboratories
- Student Services Center (4 million over 2 summers)
Renovated 3 floors and added a fourth floor
- Chemistry Department (3 million, Phase I & II)
Complete renovation of the Chemistry Department (offices & laboratories)
- School of Architecture (3 million over 2 summers)
Renovation of offices and classrooms

Ariad Pharmaceuticals

- Office fit-out (\$300,000, acting PM for project)

Residential Homes

- Prestigious homes designed and built (\$600,000 and up)

EDUCATION

Roger Williams University, Bristol, RI 1996 - 1998
Degree: **Bachelor of Science in Engineering**, (classes remaining)
Major: **Construction Management, Q.P.A. 3.67**

University of Rhode Island, Kingston, RI 1989 - 1993
Degree: **Bachelor of Science in Business Administration**
Major: **Business Management**

COMPUTER SKILLS

Wentworth Institute of Technology, Boston, MA August 1999 - June 2000
Course: **AutoCAD 2000 Certificate Program**

Proficient in Windows including but not limited to; Microsoft: *Outlook, Word, Excel, Project*
Lotus: *Notes, 123, Word Pro*; Suretrak

Utilized Prolog and Expedition software in order to accurately track RFI's, submittals, change orders, RFP's, and meeting notes.