

EXECUTIVE SAMPLE

VICE PRESIDENT

DEVELOPMENT | PROPERTY MANAGEMENT | FINANCE | OPERATIONS

Highly accomplished, results driven Executive Project Manager possessing exemplary real estate development, analytical, business acumen, oversight, leadership, and communication skills. Proven record of delivering quality projects on time and within budget. Strong negotiating, multitasking, and organizational abilities. Creative and innovative, with capacity to acquire new information easily and streamline operations. Ensure compliance for all organizational and governmental regulations. Sound decision maker, ability to lead and delegate. Deliver client-focused solutions and ensure profitability to stakeholders.

CORE COMPETENCIES

Finance & Operations Budgeting; Accounting; Payroll Management; Insurance/Tax Compliance; Project Requisitions; Estimating Projects; Finance Sourcing; Team Scheduling; Website/IT

Development Source Investment Opportunities; Pre-Construction Development; Financing/Requisitions/Budgeting; Vetting/Contracting Subcontractors

Property Management Work Orders; Invoicing; Accounting; Scheduling; On-Site Operations; Lien Wavers; Supervision

Technology Microsoft Office; Microsoft Project; Factset; Morningstar; ProCore Software (Certified); QuickBooks; Intuit Field Service Management; Adobe; PlanGrid; Loopnet; Rent Manager; Basecamp; Asana

PROFESSIONAL EXPERIENCE

Xxxxxxx Co. St. James, NY

Vice President (June 2020 – Current)

Execute all functions and manage day to day operations **as Head of Finance and Operations, Head of Development and Head of Property Management** divisions for a commercial/residential developer with projects ranging from 21,000 sq ft luxury homes in the Hamptons to 500,000 sq ft office buildings in Manhattan. Personally oversee all facets of business, bringing projects from land acquisition, through the pre-construction development phase, managing day to day construction processes, executing the permitting process to secure the CO, & executing the final sale/rental of the project.

- Created and built out the back-office cloud filing system, the accounts payable/accounts receivable systems, and all existing operating/communication systems.
- Achieved volume of \$4M for property management work orders throughout the five boroughs in association with Acacia Network, Wavecrest Management, MBD Housing, Bronx Parent Housing, etc.
- Added value to company growth by acquiring partnerships with Varco Pruden and Sunflare, allowing Macx Corp to become a certified seller and builder of their products. Obtained mold/lead inspection and remediation licensing for Macx Corp.
- Headed development/investment projects with volume of \$50M in 2022. Currently manage the development of three new projects.

Highlighted Projects

- 54 Birchwood Lane, Bridgehampton, NY – Luxury, residential home. Managed project from land acquisition to finance acquisition and lead construction to CO. \$2M investment with \$3.7M executed sale.
- Ongoing project 19 Montauk Highway, Westhampton, NY – 11 luxury condo units, 2 garage buildings, pool, and additional amenities. \$5.6M investment with \$11.1M sale projection.
- Ongoing project for 40-44 24th St, LIC - 39 residential units, parking garage and one floor commercial space.
- Ongoing project at Arthouse Hotel, NYC - Remodeling of 295 hotel rooms, corridors, lobby, and common spaces.
- 269 NY Ave, Huntington, NY - Three story, 20-unit luxury apartment and three commercial tenants, successfully maintained budget under \$4.5M; 110 NY Ave - 10 luxury residential units with 5,000 sf of commercial space.

PROFESSIONAL EXPERIENCE (Cont'd)

- 2 Captain Kidds Path, Montauk, NY - Development and construction for new modern residential property.
- 30 Stewart Ave, Huntington, NY - Development of 12 luxury residential units plus 4,500 sf of retail space.
- 576 Broadhollow Rd, Melville, NY - Unique 70,000 sf buildout for physical therapy headquarters and a law firm.
- Huntington Country Club - 40'x60' steel building with 20' height for maintenance team. Project included a parking lot, new drainage, and concrete dividers.
- 4 Madison Niche retail stores buildouts located throughout Long Island and upstate NY.

JxXXX Management, Manhasset, NY

Project Manager/Property Manager (January 2019 – June 2020)

As project manager, led the development for a \$15M principal alteration project in Long Island City. Ensured compliance for insurance/city permits, oversaw all operations, interfaced with laborers, and managed finances.

- Spearheaded property management operations for 35 buildings throughout NYC, Long Island and Connecticut. Oversaw operations of building property managers, subcontractors on site, and accounting.
- Acted as lead leasing agent for Bernic Management owned properties. Prioritized marketing goals and leasing contracts for vacant commercial properties, resulting in the closing of nine commercial spaces valuing \$3M+.

xxxxxDevelopment, Halesite, NY

Project Manager/Controller

Headed project management for up to five mixed-use residential development projects concurrently, assuming all financial, controller and compliance related duties.

- Managed budgets, bank draw, invoicing, IDA tax tracking, and payroll for staff of up to 30. Generated subcontractor agreements and lien releases. Tracked RFPs, scrutinized insurance documents, managed proposals, quotes, inspection schedules, permitting/compliance for CO.
- Directed onsite duties including communicating with subcontractors, providing direction to laborers, tracking job logs, and overseeing compliance with governmental and organizational safety standards.

EDUCATION & PROFESSIONAL DEVELOPMENT

Bentley University, Waltham, MA (May 2016)

Bachelor of Science, Major: Finance, Minor: Management and Politics – GPA: 3.36

Internships

Compliance Division, Commonwealth Financial Network, Waltham, MA (Fall 2015 – Winter 2016)

Finance Department, Ameriprise, Curtin and Associates, Danvers, Ma (Summer 2015)