

# Norman Elbin

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## SR. PROJECT MANAGER DEVELOPMENT + CONSTRUCTION

Accomplished real estate development professional, skilled in all aspects of land development and construction management from land acquisition, due diligence & pre-development through construction, delivery, project commissioning & close-out. Broad experience completing a diverse array of project types including site development, utility infrastructure, public roadways, outparcels, new building construction, interior renovations, exterior remodels, and building expansions for retail, office, restaurant, multi-family, and residential subdivision projects. Accomplishment highlights include:

- ❑ Seven "big box" retail property conversions under budget by an aggregate amount of almost \$3 million.
- ❑ Ground-up development and construction of retail projects totaling over 5,500,000 square feet..
- ❑ Design-build development and construction of a 5-story college student targeted apartment building.
- ❑ A private 18-hole Jack Nicklaus designed golf course with an integrated 300 lot gated residential community.
- ❑ Road and utility infrastructure of two residential subdivisions and a 200 acre industrial park.
- ❑ On-site project superintendent for the construction of two fast casual restaurants, a school gymnasium addition, and a membership based fitness facility

Strong relationship builder and communicator with corporate teams, external vendors, government officials, utility providers, and tenants. Reliable self-motivator adaptable to rapidly changing circumstances with the ability to identify problems and implement timely and effective solutions using excellent verbal and written communication skills. Track record of developing and implementing process & practice improvements. Proven leadership in directing and motivating project teams toward critical project goals and deadlines through effective task prioritization and cross-functional collaboration. Dedicated to on schedule and under budget outcomes.

### — CORE COMPETENCIES —

#### Land Development

- + Site investigation, due diligence, environmental, geotechnical, and zoning analysis
- + Local, state, and federal agency communications, entitlements & approvals
- + NPDES, wetland, utility extension, site development, and building construction permitting
- + Project planning, budgeting, and scheduling

#### Construction Management

- + Design coordination and value engineering
- + Prepare scope & bidding documentation
- + Negotiate & write construction contracts, consultant agreements, and vendor purchase orders
- + Bid analysis and hiring contractors, consultants, and design professionals
- + Project construction, delivery, commissioning, and closeout
- + Procurement of owner supplied materials & equipment
- + Submittals, RFI, pay applications, lien waivers, and change orders
- + Utility provider design and construction coordination
- + Track, analyze, troubleshooting, and communicate project status to stakeholders
- + Consultant, contractor, and vendor relationships & dispute resolution
- + Initial setup of property maintenance functions

#### Tenant Coordination

- + Assist leasing and legal transaction teams with review of documents and work letters
- + Tenant plan & signage review, and tenant / landlord work coordination
- + Tenant relationships, communications, and dispute resolution

## —PROFESSIONAL EXPERIENCE—

### **Senior Project Manager**

#### **Seritage Growth Properties**

**2018 - 2020**

- ❑ As Senior Project Manager for this national real estate development REIT that specializes in renovating vacant Sears and K-Mart buildings for national and regional retail, entertainment, restaurant and fitness tenants, successfully completed and delivered seven projects under budget by an aggregate amount of nearly \$3 million and adding over 770,000 square feet of GLA to the company's revenue stream.

### **Director of Development Services / Director of Tenant Coordination**

#### **Fairmount Properties**

**2012 - 2018**

- ❑ As Director of Development Services & Director of Tenant Coordination for this national real estate developer that specializes in mixed-use retail in urban, suburban and university settings, played a key role in the successful completion and opening of several mixed-use developments which included retail, restaurant, class A office space, and market rate apartments.
- ❑ Given total responsibility for the design-build development and construction of a 5-story college student targeted "micro-unit" apartment building which included ground floor restaurant space, the project was completed on time and under budget.

### **Development / Construction Management Consultant**

#### **Self-employed**

**2007 - 2012**

- ❑ Served multiple clients as a development consultant and owner's representative performing a wide range of functions according to client needs, including site investigations, due diligence, municipal entitlements, permitting, construction estimating and on-site construction supervision.
- ❑ Served as an on-site project superintendent for a local general contractor for the construction of two fast casual restaurants (one ground-up, one TI build-out), a school gymnasium addition, and TI build-out of a membership based fitness facility; managing project safety, work schedule & staging, quality control, materials & equipment deliveries, inspections, and project commissioning.

### **Vice President, Development**

#### **DeBartolo Development**

**2001 - 2007**

- ❑ As Vice President of Development for this national real estate developer, successfully completed, meeting schedule and budget, the development of three commercial retail developments totaling over 500,000 square feet.
- ❑ Total accountability for the full life cycle of the ground-up development and construction of assigned projects.
- ❑ Coordinated with and assisted leasing and legal transaction teams on the closing of project specific deals.

### **Sr. Project Manager**

#### **Developers Diversified Realty Corporation**

**1994 - 2001**

- ❑ As a senior project manager for this national real estate development REIT, successfully coordinated and managed the development and construction of retail power centers and enclosed shopping malls totaling over 5,000,000 square feet with anchor retailers such as Wal-Mart, Target, Lowe's, and Home Depot.
- ❑ Expansions, renovations and tenant build-outs for various existing shopping center and mall properties.
- ❑ Managed the development and infrastructure construction of two residential subdivision developments totaling over 150 lots, which including water, sanitary sewer, stormwater management, electric, natural gas, tele/data, streets, sidewalks and community amenities.
- ❑ Managed the construction of Glenmoor Country Club in Canton, Ohio; a Jack Nicklaus designed 18-hole championship golf course. Work including course layout, course construction and the impromptu implementation of field changes based on periodic course walk-throughs with Mr. Nicklaus and his design team. Also managed, at the same time, the infrastructure construction of its integrated 300 lot private, gated country club residential community.
- ❑ Managed the development and infrastructure construction for Heritage Industrial Park, a 200 acre industrial park in Twinsburg, Ohio.

## —POST-SECONDARY EDUCATION—

Associates Degree – Architectural Technology  
Kent State University