

Objective Utilize my extensive management, costing, and contracting experience in the construction industry or related field.

Management

- Performance management and direction of five to 14 sales managers, construction managers and accounting employees in the new home building industry
- Led staff in the generation of 43 million dollars in sales and established necessary budgets to build those homes
- Conducted yearly employee reviews; motivated employees to work to maximum efficiency and to reach career objectives
- Salary administration and bonus assignment criteria for high priority initiatives.
- Established and monitored quarterly and annual projections for sales and revenues, led both sales and construction managers to reach objectives
- Recruited, interviewed and hired: sales managers, construction managers, and accounts coordinators
- Cultivated and maintained key relationships with real estate agents, title companies, county officials and in-house human resource staff
- Led by example, providing hands on direction to assistants, training them for future promotions

Costing / Budgeting

- Established overhead budgets based on community projections for sales, construction and office functions
- Met weekly with sales and construction managers to review expenditures in relation to projections and budgets
- Reviewed monthly reporting for overhead costs, adjusted budgets accordingly
- Ensured homes closed within allowable variances, set reserves to account for late invoicing from vendors
- Controlled extraordinary costs with a PO system for costs incurred that were not in the negotiated contracts

Contracting

- Established contracting schedule with benchmarks and delegated tasks to ensure timelines were met
- Determined house cost by bidding all phases of construction; monitored and adjusted contracts based on market cost changes for materials
- Negotiated subcontractor contracts with a minimum of one year price lock-in
- Lowered direct base house cost and option cost by 10% over a one year period by negotiating better pricing
- Ensured contractors were suitable for the projects based upon their past performance, size, efficiency and price
- Accepted and evaluated multiple bids in each phase of construction before awarding contracts; ensuring a decision provided the best overall value to the customer and was not conditioned upon one criteria

Work History:	Account Executive	HFS-USA Inc	Jan 2008 - Oct 2008
	Project Manager	Toll Brothers	Nov 2004 - Dec 2007
	Project Manager	Beazer Homes	Jun 2003 - Nov 2004
	Project Manager	Toll Brothers	May 1999 - Jun 2003
	Supervisor	Nv / Ryan Homes	Apr 1993 - May 1999

Education B.S. Education / *Clarion University of Pennsylvania* December 1989

References Available upon request