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EDUCATION

BACHELOR/BUSINESS ADMINISTRATION, University of Miami, Coral Gables, Florida

LICENCES

CERTIFIED BUILDING CONTRACTOR, State of Fla. #CBC052096

C.A.B.O. CERTIFIED BUILDING OFFICIAL, Certificate #2761

Currently a member of The Board of Directors of The Cape Coral Construction Industry Association

EMPLOYMENT

April 2005 - Present President of Construction, Signature Series Homes

- Responsible for training and managing Superintendents and punch personnel.
- Established and maintained budgets.
- Set up policies and procedures for Construction, Sales, and Warranty Departments.
- Responsible for Accounts Payable, allocating limited funds to pay sub-contractors and vendors.

May 2004 - April 2005 Division Manager, Lee County, Holiday Builders

- Responsible for the management of the Lee County operation of Holiday Builders.
- Reviewed and signed all sales contracts.
- Supervised up to 16 Construction Managers (running almost 250 scattered lot jobs).
- Updated and Maintained budgets for both office and jobs.
- Supervised warranty, purchasing, quality control and training.
- Closed 424 Homes between April of 2004 and March, 2005.
- Increased the Lee Division contribution to overall company profit from 6.49% when I started to 11.34% when I left.
- Increased "Customer Satisfaction Rating" from 30% to 83% during my tenure.

September 2002 - May 2004 Construction Manager, The Michaels Group, L.L.C.

- Started the company's Florida operations and ran it until the Florida holdings were sold to a national concern.
- Worked with the architects in developing the models to be available for sale.
- Developed and maintained the budgets for all models.
- Bid out all jobs, hired all sub-contractors and suppliers.
- Selected the items to come standard with the homes, and developed the "Option List" with pricing.
- Handled permitting, customer relations, and site supervision of our subdivision and the homes. Prices ranging from \$300,000.00 to \$600,000.00.
- Trained Salespeople on new home construction, pricing, options, features and benefits.

January 2000 - September 2002 Head Superintendent, First Home Builders

- Managed up to 14 superintendents and 17 punchout people carrying up to 300 single family homes throughout Lee County on a scattered lot basis.
- Duties included coordinating; production schedules, closings, job starts and bonuses.
- Assigned punchout people to the superintendents and handled all personnel issues for the superintendents and punchout people.
- Trained superintendents and punchout people.
- Approved all budget overruns and handled all subcontractor issues.
- Fielded all customer inquiries, complaints, and questions.
- Handled Vice President of Construction's duties when he was on vacation or otherwise unavailable.
- Took part in strategic planning for the company.
- Received "Golden Shingle Award" for "Outstanding Service and Dedication"

March 1999 - January 2000 Superintendent, First Home Builders

- Responsible for up to 40 single family homes on a scattered lot basis.
- Duties included site supervision, quality control and scheduling.
- Promoted to Head Superintendent in January of 2000.

January 1998 - March 1999 Superintendent, Carlton Lakes

- Supervised construction of models and clubhouse.
- Worked out problems with new models and helped start up efforts of the new company.
- Coordinated efforts to have the previous construction company complete their walk through lists and warranty commitments.

August 1996-December 1997 Superintendent, Mastercraft Homes Ltd.

- Supervised 20-25 single family homes on a scattered lot basis in an area covering San Carlos Park, Bonita Springs, N. Naples, Golden Gate, and S. Collier County.
- Responsible for site supervision, quality control and scheduling.
- Started and ran Collier County for Mastercraft.

1994-1996 Building Inspector/ Plans Examiner, City of Cape Coral, Florida

- Inspected buildings under construction to ensure code compliance.
- Worked with contractors, subcontractors and homeowners to aid them with proper construction methods.
- Examined plans during the permit process to ensure code compliance.
- Answered questions about codes and local ordinances for the public and for contractors submitting applications for permit.

1987-1993 Partner, Riverside Homes/Riverside Builders.

- Supervised and scheduled all subcontractors, materials and inspections.
- Liased with building departments and professional organizations.
- Handled customer relations and customer service inquiries.
- Performed sales functions as well as working with Real Estate Professionals.

1985-1988 Assistant Manager, Enterprise Rent-A Car, Miami, Florida

- Assistant Manager of a 300 car office.
- In charge of day-to-day operations, this included handling of all money transactions, collections, repossessions, troubleshooting, training and personnel evaluations.

1976-1984

- Summers and vacations worked for my father learning the construction business.