**Brian D. Hill**
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***Objective:***

To obtain a Project Management position where I can be an effective manager who exudes positive leadership while implementing talents, knowledge obtained, and acquired professional skills to cultivate and advance within a fast paced environment to successfully achieve business initiatives and goals.

***Professional Experience:***

***Hunter Buildings,*** *Houston, TX January 2014 - November 2016*

*Project Manager*

* Provided overall administrative and technical management for multiple industrial, petrochemical, custom modular blast-resistant steel buildings, and manufacturing projects simultaneously ranging from 250k to 10 million through subordinate managers throughout the entire project cycle with competency in customer focus and strategic thinking to ensure customer satisfaction.
* Responsibilities included effective customer and client interface, attending meetings, project scoping, estimating, scheduling, rfi's, procurement, construction and safety oversight, productivity planning and tracking, labor cost tracking and forecasting, accounting reviews, logistics, progress monitoring, mediating and resolving conflict, making decisions, and hiring contractors and vendors.
* Presided over projects from the order acceptance, throughout the design phase, ground up construction, permitting, and installation processes.
* Thoroughly comprehended business contract requirements and service level agreements to be implemented accordingly to ensure that all company safety policies, procedures, standards, specs, project scope, client approved designs, and project schedules were adhered to.
* Developed project schedules with attainable milestones, while managing account budgets with the accountability for profit results.
* Effectively planned projects, communicated information clearly and concisely, and managed subordinate managers and project team activities on multiple projects simultaneously through positive leadership while working in a fast-paced work environment.
* Served as the primary contact for clients, effectively addressed client needs, communicated project status, and built relationships.
* Participated in project meetings, conference calls, web conferences, addressed action items, presented project data, and took detailed notes.
* Scheduled project construction, project milestones, inspections, meetings, vendor deliveries, completion dates, and site installation.
* Regularly consulted with upper management, contractors, project teams, and vendors and collaborated on content, process, and design.
* Performed site visits, field measurements, building inspections, documented progress, and submitted reports to the appreciate parties.
* Managed project construction, contractors, associated project materials, subordinate managers, and teams throughout all phases of the project while implementing the customer business contract requirements to ensure that the highest level of quality was executed.
* Presented information to senior management and team members regarding project plans, expectations, status, changes, concerns, activities, schedules, improvements, and recommended strategic initiatives for efficient execution and success on projects.
* Prepared mechanical (MEP) engineering, structural engineering, environmental engineering, and blast reports based on project design criteria, submitted to licensed engineers for official professional reports, reviewed reports for the accuracy of design compliance, and submitted approved stamped reports to the governing authorities for building permits.
* Lead the design team, fire and gas HVAC manager, IT network manager, mechanical, electrical, and structural engineers in the collaboration efforts of the design development phase, preparation of the project drawings, and the final construction documents drawing packages.
* Motivated, trained, provided performance direction, and clearly defined project scope, goals, objectives, and requirements.
* Reviewed all project drawings, red-lined errors, and returned to the project coordinator and engineers for review and corrections.
* Identified project impacting critical issues and challenges, easily adapted to necessary changes quickly, developed and implemented successful solutions, and made tough decisions to successfully achieve project goals.
* Exhibited strong leadership, resolved issues, held accountability, gave feedback, constructive criticism, and gave appropriate praise.
* Negotiated subcontractor service contracts as well as additional design options that were added to projects that generated additional profit.
* Managed accounts, purchased specified project items, authorized/approved purchase requisitions, change request, and purchase orders.
* Maintained official project logs and document files, and produced project, financial expense, and engineering reports.

***The Morris Group,*** *Houston, TX July 2012- January 2014* *Project Manager*

* Effectively managed multiple single and multi-story commercial renovation projects through contractors and project teams.
* Managed project accounts, budgets, schedules, scopes, contractors, project materials, and teams throughout all phases of the project.
* Consulted regularly with senior management, project teams, designers, contractors, clients, and vendors regarding project content.
* Assisted in contract negotiations, leases, design consultations, material and product selections, and project punch list items.
* Scheduled project construction milestones, project meetings, building inspections, vendor deliveries, and completion dates.
* Lead the design teams and contractors on commercial renovations, gave clear project direction, motivated the project team through positive leadership, resolved problems quickly, and kept track of project documents and files.
* Collaborated with and gave recommendations to management, designers, contractors, and vendors to ensure that the highest level of quality was executed to achieve project goals and success on projects.
* Performed site visits, field measurements, photographed the site and structure for reference purposes, documented project status, maintained quality control for all aspects of projects, and reviewed submittals for accuracy.
* Supervised the overall project construction of interior renovations to existing commercial building structures by contractors and project teams.
* Aggressively assisted the Senior Project Manager where necessary to meet project goals, and to ensure customer satisfaction.
* Effectively addressed client concerns, resolved problems, built relationships, and completed projects on time and under budget.
* Collected account payments, placed purchase orders, approved timesheets, processed purchase requisitions, and change orders.
* Produced project financial expense and progress reports for the client and the Senior Project Manager.

***McGuyer Homebuilder’s Inc.****, Houston, TX August 2006 – November 2012*

*Architectural Designer - Team Lead ( Assistant to Management of the Architecture Department)*

* Effectively managed multiple Architecture marketing projects and executed efficient multifamily and residential design projects.
* Assisted the department manager and project managers in managing multiple multifamily and single family projects.
* Developed and established productive team strategies based on company meetings about project objectives and goals.
* Deciphered broad business initiatives into clear team objectives and concrete goals, coordinated appropriately with other groups, and assigned task to ensure efficient and timely completion.
* Developed both new single-family and multi-family architectural designs for various community ground up construction projects.
* Created custom individual client-based building program layouts and residential podium building designs.
* Communicated with management per construction site visit, documented actual construction changes, and updated drawing package to reflect the as built multifamily and single family field changes.
* Drafted specialized designs, production drawings, and construction documents in AutoCAD from conceptual designs, sketches, and provided notes and or instructions.
* Lead design team, assigned residential drawing project tasks, communicated project objectives, and reviewed final project drawings.
* Developed drawing details per drawing specs, and framing layouts for roof, wall, and floor systems.
* Revised redlined marked architectural floorplans, roof plans, and structural plan sheets that were affected by the changes.
* Accurately calculated building area square footages, roof ventilation systems, and material cost.
* Reviewed entire plan sets, marked errors, returned to project coordinator, and communicated project status to management.
* Executed accurate and efficient structural residential building designs and plans that complied with the governing city permitting authority safety building codes, rules, and regulations (OSHA/ADA/HOA) that received city permits to be built per zoned area.
* Created presentation drawings and website artwork utilizing both AutoCAD and Photoshop for community real estate developments.
* Collaborated with management, and the IT and Marketing departments on final presentation graphic art objectives.
* Approved paper and website graphic art that was directly related to the architecture department for marketing initiatives.
* Worked under limited supervision, reported directly to the department manager and the licensed registered architect, ordered staff office supplies, and provided technical support to staff.
* Assisted co-workers with problems on assignments when needed, trained, supervised, and motivated new employees.

***20/20 Exhibits****, Houston, TX January 2006 – July 2006*

*Model Builder*

* Interpreted schematics, drawings, sketches, and client ideas into actual concepts.
* Purchased construction building materials, tools, and graphics to implement and express the client’s design.
* Produced physical building structure models and 3D computer generated building models to the client’s specifications.

***Education:***

**School of Architecture, Texas A&M University - Prairie View A&M University**

**Bachelor of Science: Architecture**

***Skills:***

• Working successfully in fast paced, demanding, stressful corporate environments under limited supervision, and assisting senior management.

• Managing construction projects, project schedules, budgets, inventory, accounts, project materials, culturally diverse project teams, and contractors.

• Self-motivated, having a great deal of patience, strong organizational and multitasking skills, and excellent professional interpersonal oral and written communication skills.

• Performing specialized design work that met city permit code standards, developing project schedules, and training and motivating employees.

• Generating sales leads, negotiating loans, leases, and contracts, understanding legal proceedings and contracts, having basic real estate knowledge, thoroughly explaining warranties and services to clients, mediating and resolving conflict, and having great customer service skills.

• Strong work ethic, sense of urgency, team oriented, excellent time and project management skills, with the ability to adapt to change quickly.

• Understanding of general accounting practices including budgeting, invoicing, purchase orders, purchase requisitions, and accounts payable.

• Identifying project impacting critical problems and challenges, developing solutions, making tough decisions, and effectively resolving issues.

• Understanding environmental reports, wind and seismic load reports, energy and power assessments, MEP reports, site analysis, fire ratings, fireproofing products, hazardous area classifications (NFPA), and blast, psi, and ballistic reports.

• Being detail-oriented, creative, and developing theoretical ideas into actual concepts that transform into efficient functional building designs.

• Wood, metal, and steel frame building structures; Stick-built and modular building structures (ADA and Non-ADA compliant).

• Creating presentation designs, giving oral presentations, speaking in meetings, and consulting with upper management and clients.

• Attending meetings, taking notes, addressing items, keeping track of document files, and organizing departmental teams and projects.

• Reading, comprehending, and reviewing blueprints, and producing design drawings, graphic artwork, and construction documents.

•Conducting research and feasibility studies, contracting contractors and vendors, approving purchase requisitions, and making purchases.

• Performing site visits, building inspections, field measurements, photographing and documenting progress milestones, and producing reports. • Proficient computer skills in Apple products, AutoCAD Architecture, AutoDesk Architectural Desktop, 3D VIZ, Revit, Adobe Photoshop, Adobe Illustrator, Sketch Up, Bluebeam, and Microsoft: Word, Excel, Outlook, PowerPoint, and Project.