Phone 312.371.3827 info@creagc.com

SUMMARY OF QUALIFICATIONS

An innovative green builder with over 10 years of experience in engineering and all facets of the construction industry. Skilled at matching creative and appropriate design concepts with the needs of each individual project. Attentive to detail and a thorough researcher, diligent in applying technologies to ensure safety, quality and cost efficiency. A strong analytical leader, highly organized and dedicated to meeting agreed upon deadlines. Committed to hiring the most qualified and experienced team to warrant professional results. Technologically savvy by promoting continued professional & technical development. Highly motivated with unparalleled passion and commitment to serving the community. Proficient in multiple software applications such as ProEngineer, SolidWorks, AutoCAD, UNIX, Agile, HTML, Adobe Illustrator, Adobe Photoshop, PHP, Dreamweaver, Fireworks, Flash, Quickbooks and Microsoft Office Suite including Visio.

EDUCATION, AWARDS & LICENSING

Degrees:

MS, Mechanical Engineering (emphasis in Control Systems), University of Illinois, Champaign, IL, 1998
BS, Mechanical Engineering (emphasis in Thermal Systems), Georgia Institute of Technology, Atlanta, GA, 1996
BS, Mathematics, *Magna cum Laude*, Spelman College, Atlanta, GA, 1996

Licenses:

General Contractor's License – City of Chicago Department of Buildings

General Contractor's License – City of Indianapolis Department of Business and Neighborhood Services

Real Estate Broker's License – Illinois Department of Financial & Professional Regulation

Certifications:

LEED AP, BD+C

Green Certified Real Estate Professional (GCREP-GL), October 2007

Illinois Model Contractor Development Certificate, U.S. Department of Commerce, Surety & Fidelity, March 2008

MBE from the Chicago Minority Supplier Development Council, September 2008

MBE/WBE/DBE from the City of Chicago, February 2009

Chicago Contractor Development Training Program Certificate, Chicago Urban League, March 2009

Green TechU Certifications in Green Business, Architecture, Building & Construction Management, Engineering and Green Home & Garden, June 2009

OSHA 10 Hour Certification, June 2009

Walmart Stormwater Professional, July 2009

Turner School of Construction Management Certificate, Turner Construction, August 2009

MBE from the State of Illinois Business Enterprise Program (BEP), December 2010

US SBA 8(a) Certification, December 2010

US EPA Lead-Safe Certified Firm, June 2010

Awards:

Chicago Association of Realtors Good Neighbor Award Recipient, May 2009 Chicago Defender Woman of Excellence, April 2014

PROFESSIONAL EXPERIENCE

CREA CONSTRUCTION, INC., Chicago, IL

2007-Present

President/Construction Manager

- Eliminated common concerns with insurance providers, bond agencies, banks, the company's bottom line and its liabilities by coordinating AIA contract preparation, schedule of values, change orders, waiver & insurance certificate collection, bidding and price negotiations.
- Led individuals and teams to work together more effectively by facilitating contractor meetings and managing physical resources and schedules.
- Updated ownership on project progress and prepared punch list and project close-out documentation (i.e. warranty, certificate of occupancy, etc.).
- Mitigated risks and identified critical chain events to ensure a successful project end.
- Ensured an efficient development process by forming cohesive partnerships and building positive rapport with architects, engineers, construction managers, local officials, material suppliers, inspectors, appraisers and clients.
- Developed and enforced company policies, quality control and project safety regulations to ensure that the job was done
 right the first time with no occurrence of accidents. Particularly, we compose site specific safety plans for each job and
 implement weekly toolbox safety meetings.
- Achieved cost reductions by checking all possible resources for surplus and made sure prices were competitive while purchasing materials and equipment. Also, evaluated and suggested strategies for value engineering.
- Managed weatherization and retrofitting projects in the commercial and residential sectors. As a result, we slashed energy use by at least 50% while incorporating highly insulated building materials and installing sustainable equipment upgrades in lighting, HVAC, & refrigeration, i.e. each green building/LEED project that we constructed reduced enough energy consumption to eliminate more than 2 tons of CO₂ emissions to the earth's atmosphere per year.
- Provided quality services to our customers at market competitive prices by creating a successful partnership throughout the construction process.
- Ensured the longevity of the company through repeat and referral business achieved by customer satisfaction in all areas including sustainability, timeliness, attention to detail and service-minded attitudes. Practiced ethical business with an unparalleled commitment to quality and philanthropic endeavors. Maintained the highest level of professionalism, integrity and honesty in our relationships with our clients.
- Designed site plans, sketches and preliminary architectural drawings.
- Estimated costs of material & labor, closely monitored committed costs and always remained within the budget.
- Participated in the architectural design review process, responding promptly to plan reviewer corrections and other requirements and codes for permit attainment.
- Handled on-site design changes, RFI's and site measurements as field supervisor.
- Closely monitored construction process to ensure contractors adhered to the scope of work, schedule, pertinent design requirements and constraints.
- Created a successful bidding strategy by performing detailed, accurate takeoffs and dissecting relevant specifications.
- Complied with immigration laws, municipal formalities, certified payrolls, and EPA stormwater requirements.

ERA INVESTMENT SERVICES, INC., Chicago, IL

2004-Present

President/Construction Manager

- Expanded affordable homeownership opportunities and revitalized communities in distressed neighborhoods.
- Managed the successful completion of major rehabs by quickly working through complex problems, leveraging opportunities and resolving conflicts.

CREA HOUSING, Chicago, IL

2004-Present

President/Sales Broker

- Examined and evaluated prospective commercial and residential properties for clientele.
- Assisted clients in developing, communicating, and negotiating all offers and counteroffers.
- Presented comparative market analysis and property histories to aid customers with the home buying and selling process.

PROFESSIONAL AFFILIATIONS

Member of Associated Builders & Contractors, Top Ladies of Distinction and Jack and Jill of America (MMIG chapter founding member)

REFERENCES