

**Charlie Lee**  
**2302 Madewood Dr.**  
**Missouri City, Texas, 77459**

**Education**

Bachelors of Environmental Design, December, 1991

Texas A & M University, College Station, TX.

Executive Master of Business Administration, August, 2013

Texas A & M University, Commerce, TX

GPA: 3.8

Master of Science –Finance Concentration-Postponed

Southern New Hampshire University

Completed 21 Credits with 15 credits remaining

Current GPA: 3.83

**Professional employment history:**

I. City of Houston (December 2009-present)

Project manager at Solid Waste Management (SWM) Department

Duties:

1. To comply with Texas Multi-sector General Permits, and to mitigate Texas Commission Environmental Quality (TCEQ) fines at Four Service Centers, One Recycling Center and One Household Hazardous Center:
  - Revised Storm water Pollution Prevention Plans,
  - Logged and tracked completion of 461 related tasks,
  - Coordinated inspection with City Environmental inspection group
  - Responded to City engineer's comments
  - Prepared three pro forma maintenance budget of nine oil water separators in order to maintain 12" sludge level, utilizing either three options, own workforce, other department or outside vendor.
  - Developed daily logs of rain and sediment/sludge reading to forecast anticipated maintenance cost using statistics
2. To monitor Public Improvement Bond (PIB) projects in the department:
  - Logged and participated in review of 241 related items in 29 purchase orders within SWM's 5 year \$12.3 million Public Improvement Bond Program.
  - Reviewed project schedule, and documentation submittal; identified available fund balance from completed purchase orders issued by City contracting department, General Services, for SWM's contingency projects;
  - Prepared comparative feasibility studies with executive summaries (included internal rate of return, net present value, project budget, justifications, and recommendations) for potential plastic to oil capital project.
  - Provided performance metrics for all capital project improvements requests
3. To comply with Petroleum Storage Tanks mandates, and to mitigate Texas Commission on Environmental Quality fines:
  - Tracked and reported compliance status of 138 tasks and related documentation for 25 Underground Storage Petroleum Tanks.
4. To maintain compliance with TCEQ's registration status of three SWM waste Transfer Stations:
  - Tracked mandatory waste source reduction monthly progress from waste vendors and City recycling programs.
5. Perform plan versus actual analysis on City purchased assets: residential carts and RFID carts.

The problem was after receiving RFID data fields of cart numbers from city vendor, Toter, city was unable to determine number of addresses had received carts, and number of carts with RFID tags.

- I summarized the requested information, after reviewing vendor information, performing query functions
6. Reviewed and analyzed debt services schedule
    - I recommended 12% reduction in annual payment and 16% total debt reduction after apply time value analysis to department debt agreement with city finance.
  7. Performed survey of city solid waste, recycling \$80 million cost with other municipalities
    - I summarized the result using descriptive stats, histogram, and bar charts to illustrate the range of unit costs (\$12-\$29 per unit) between city and its private sponsorship providers for waste collection and disposal services.
  8. Coordinated bilingual staff phone survey of scrap tire vendors by compiling quantitative and qualitative results, using Adobe forms, for executive summary
  9. Perform closeout summary using general ledger accounts activities from with SAP grant funding module.
    - By comparing the remaining balance in SAP against expense itemized in grant support document, the evidence pointed to unspent itemized expenses which resulted in balance in the grant account.
  10. Normalized monthly car count data summary across department six depositories and created table summary.
  11. Researched and compiled book versus market valuation (\$41 million vs \$50 million) of department fixed assets (legacy landfills, land building, fleet) in order to provide solutions to city budget shortfall.
  12. Recommended solutions to avoid \$5,000 daily enforcement actions for violating 15 parts per million effluent water standards under Texas Water Act, under CIP L-000087: patented annual in-situ bioremediation, and new 14 manholes and baffles
  13. Recommended patented wireless monitoring of fire alarm system in response Fire Marshall citation to Director of Solid Waste for failure to monitor fire alarm and suppression system
  14. Performed Pro-Forma statement for \$9 million waste transfer station, which was accepted by Director and included in FY17 CIP
  15. Performed regression analysis of monthly carts demand to justify \$1million annual carts purchase. Council and Director accepted the purchase
  16. Performed monthly descriptive stats of waste and recycling tonnages in a performance format
  17. Performed vertical and horizontal analysis of city contract with Waste Management to disclose the discrepancy between high and low commodity prices over 30 months. Uncovered \$250,000 to \$300,000 of unreimbursed payments to the city of Houston, which was used to negotiation with Waste Management.

## II. City Of Houston (February 2006- December 2009)

Senior Project Manager at General Services Department:

Duties:

1. Participated in design and construction project monthly meetings
2. Negotiated fees with selected AE firms for Indefinite Task Order Contracts and Architectural Services contract.
3. Suggested selection criteria during preparation of Request For Proposal or Qualification selection process of Architects/Engineering, Construction Manager At Risk firms
4. Prepared Capital Improvement Program overall project schedule and suggested methods of design and construction contract delivery.
5. Recommended course of action to maintain schedule and budget.

6. Weekly prepared and reviewed overall schedule of projects, and report incidents.
7. Prepared constructability review during construction document preparation
8. Prepared City's standard divisions zero and division one specification prior to proposal or bid by Contractor.
9. Processed Architect/Engineer and Construction pay request
10. Processed, prepared, and answered questions related to Request For Council Actions.
11. Reviewed construction change orders, work change directives.
12. Reviewed Request for Information, bid drawings, specification, prepared addenda, and riders.
13. Maintained positive professional relationships with client departments which included Public Works and Engineering, and Solid Waste.
14. Created criteria of exhibits in programming and design contract.
15. Reviewed, acknowledged, and complied with City Engineer's in-house procedures.
16. Prepared construction work estimate using R.S. Means and verified construction cost estimates from Job Order Contractor.
17. Prepared, negotiated and developed architectural programming contract's list of services.
18. Suggested standards format of information for architectural work products.

Projects highlights included:

- Solid Waste Depository (\$2 Million construction budget),
- Recycling and Demolition Center (\$3.6 Million construction budget),
- Fleet Maintenance Center (\$41 Million Design, Construction, Administration budget).

### III. Prosign Architects, Inc. Houston, TX Project Architect (Aug 2004-February 2006)

Duties:

1. Produced and coordinated design process between all consultants from schematic to construction documentation services.

Projects include:

- \$27 million Stephen F Austin University expansion, Nacogdoches, TX
- \$2 million retail development at 701 Shepherd. Signed and Sealed Construction Documentation
- \$14.5 million Renovation of Central Library, Julia Ideson Library, and 820 Marston building.
  - a. Signed and Sealed Construction Documentation as Registered Architect of Texas

### IV. Goree Architects, Inc. Houston, TX. Project Architect (November 2001-August 2004)

Duties:

1. Produced and coordinated design process between all consultants from schematic to construction documentation services
2. Assigned daily work assignment to team members
3. Coordinated related disciplines and trades
4. Performed Quality Review & complete document checks using in-house checklist and procedures.
5. Assigned project production schedule using Microsoft Project
6. Implemented in-house CAD standard.
7. Reviewed service agreement with clients.
8. Monitored & reported on project business plans and management plan.
9. Performed construction administration services.
10. Projects included:
  - Russell & Smith Ford New Showroom, Houston TX

Cost of construction: \$2.62 Million.

\*Design & Built Venture with Wier Enterprises.\*

- Clear Lake Infiniti New Showroom, Clear Lake, TX

Cost of construction: \$2.5 Million.

\*Design & Built Venture with Wier Enterprises\*

- Classic Toyota addition and remodeling, Round Rock TX

Cost of construction: \$2.4 million

- Lexus of Shreveport, Shreveport, LA

New showroom and service shop 30,000 s.f.

Cost of construction budgeted: \$2.5 million

- Central Ford, Manvel, TX

New showroom and body shop: 57,000 s.f.

Cost of construction budgeted: \$4.5 million

V. Rey de la Reza Architects, Inc. Houston, TX, Contractor-lighthouse design consultation, Inc. (September 2001-October, 2001).

Duties:

1. Produced design development documentation for 15-story condominium using AutoCAD 2000i.
2. Assisted in the detailing of Auto People Mover at Houston Intercontinental Airport Wall and Building Sections Design and Construction Documents.

VI. STOA Architects-Houston, TX Production Architect (September, 2000-September, 2001), Contractor-lighthouse design consultation, Inc.

Duties:

1. Produced and designed architectural documents from design development to permit set for expansion of George R. Brown Convention Center. Cost of Construction: \$145 Million
2. Produced and designed of the construction documents from 65% design development to permit set for Offline Maintenance & Storage facility at Houston Intercontinental Airport.

Cost of Construction: \$11 million.

3. Represent STOA at Goleman&Bolullo Architect, principal designs firm.

VII. Sikes Group Architects- Houston, TX Project manager/Production Architect (April, 1999-April, 2000)

Duty:

1. Produced construction documentation, coordinate engineering discipline for mini-storage and medical client.

VIII. D&S Architects,

Houston, TX

Production Architect (January, 1999-April, 1999)

Duty:

1. Produced schematic and design development package for state correctional facility.

IX. Synchro building Corp., a design build company

Houston, TX

Production/design Architect (March, 1998- December, 1998)

Duties:

1. Developed construction documentation for public oil company. Field verify existing condition, comply with federal accessibility standards, and regional building codes.
2. Coordinated with in-house estimator, construction supervisors, and new design-build contract.

X. Soward & Associates.

Austin, TX

Production Architect

Duty: Developed documentation for renovation of cleanroom facility.

XI. Enviroflex, Inc.,

Austin, TX

Cleanroom designer( March, 1997-January, 1998)

Duties:

1. Worked with Korean engineers in the construction of state of art ceiling filter system for a conglomerate semiconductor manufacturer.
2. Translated drawings from metric to English units, facilitated the process of construction through supervision and documentation.

XII. Graeber, Simmons & Cowan, Inc.,

Austin, TX

Production Architect (1996-1997)

Duties:

1. Participated in team effort to complete bid packages for major semiconductor facility.

XIII. San Antonio Housing Authority.

San Antonio, TX

Project manager (1995-1996)

Duties:

1. Managed multiple federally funded projects; budget ranged from \$50,000 to \$15 million.
2. Reviewed over nation and local codes applicable to the individual project.

XIV. Tschoepe & Associates,

San Antonio, TX

Computer Aided Drafting-(1993-1995)

Duties:

1. Created and produced documentation for residential and commercial application.

**Professional affiliation:**

American Institute of Architect

Leadership in Environmental Energy Development Advanced Professional BD+C

**Credential:** Texas Architect #17613; Green Building Certification Institute # 10019; PROJECT MANAGEMENT PROFESSIONAL #1926155

**Computer knowledge and skill:**

\* AutoCAD 2001, AutoCAD r. 14, Microstation 95, Sketch-up, Accurender, MS office, MS Project, MS Access 2007, Infopath, Palisade-StatTool6, MS Excel-Pivot Tables and Function

**Computer Language**

HTML, Visual LISP, Excel Logic Functions, Infopath XML,

**Language Skill**

Speak Mandarin

**Military Experience**

U.S. Army Reserve Specialist. 1986-1994

**References:** Available upon request.