

****Mark Manstof****

****Contact Information:****

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****Personal Information:****

- First Name: Mark
- Middle Initial: R
- Last Name: Manstof
- Birth Year: 1986
- Gender: Male
- LinkedIn: linkedin.com/in/manstof (LinkedIn Username: manstof)
- Facebook: facebook.com/manstof (Facebook Username: manstof)
- GitHub: github.com/manstof (GitHub Username: manstof)

****Education:****

B.S., Civil Engineering/Construction Management, Penn State University

****Work Experience:****

****Facilities Analyst****

Newport Mesa Unified School District | Huntington Beach, CA

September 2016 - Present

- Collaborate with construction teams to ensure facilities are maintained and upgraded in a cost-effective manner.
- Utilize value engineering techniques to optimize project designs and reduce costs.
- Manage contractors and subcontractors during the pre-construction phase.
- Prepare project estimates, manage change orders, and oversee contract management.
- Implement LEED practices to improve sustainability and reduce environmental impact.
- Utilize CPM scheduling software to manage project timelines and deadlines.
- Review and approve submittals and process scheduler documents.
- Participate in project bidding and contract negotiations.
- Proficient in using Bluebeam and Box.com for document management and collaboration.

****Skills:****

- Construction Management
- Value Engineering
- Pre-construction
- Subcontracting
- Project Estimation
- Contract Management
- Change Orders
- LEED
- Contractors
- CPM Scheduling
- Submittals
- Process Scheduler
- Project Bidding
- Bluebeam
- Box.com

****Professional Development:****

- Certified Construction Manager (CCM) certification, Construction Management Association of America (CMAA)
- LEED Green Associate certification, U.S. Green Building Council (USGBC)

****Employment History:****

Newport Mesa Unified School District | Facilities Analyst | September 2016 - Present

McCarthy Building Companies, Inc. | Project Coordinator | January 2014 - August 2016
XYZ Construction Company | Assistant Project Manager | June 2012 - December 2013

****Certifications:****

- Certified Construction Manager (CCM)
- LEED Green Associate

****Languages:****

- English - Fluent

****References Available Upon Request.****