Tricia L. Price

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# QUALIFICATIONS

* Self-motivated, goal-oriented, well-organized, and disciplined individual who effectively communicates and interacts with individuals on all levels. Takes initiative to perform duties beyond assignment-specific duties. Demonstrates maturity, management know-how, leadership, and interpersonal skills. Attentive to details to obtain complete customer satisfaction. Demonstrated interpersonal skills, enjoys teaching and mentoring others.
* Proficient in Microsoft Office Suites, Outlook, Primavera (3 and 6), eBuilder, Buyway, Prolog, HeavyBid/HeavyJob, Cobra, Flashtract and Procore.
* 30+ years as administrator/project management in various environments.

# PROFESSIONAL EXPERIENCE

March 2024 – October 2024 • HGC Construction • Cincinnati, OH

*Project Manager II*

Responsibilities: Project Manager for $12.5 million new-one story Warren County Court building, 28,000 square foot building featuring two new courtrooms, a hearing room and space for the Probation Department, County Court Clerk and other personnel. Demolished former jail and SWAT building prior to new build, Lebanon Ohio.

* Securing subcontractor pre-qualification documents, ensuring completeness of pre-qualification paperwork, holding pre-bid meetings, review subcontractor bids and assisting the pre-construction department as needed.
* Writing scopes of work for both bidding and buyout of subcontracts.
* Track, review and monitor subcontractor submittals, shop drawings and product samples.
* Review and track RFI’s.
* Secure project permits for project whether State, Local, SWPPP or with utility companies.
* Prepare, hold and direct Owner and Subcontractor meetings.
* Build and update project schedules in Phoenix, hold initial Pull-Plan meetings with subcontractors.
* Understand needs of Owner’s project close out, track and manage process.
* Prepare monthly cost control/finance on project and report to Project Executive.
* Prepare project set up, costs and payables in ViewPoint.
* Coordinate with subcontractors Prevailing Wage paperwork for billings in Flashtract as well as compliance for Certificate of Insurance, W9 and BWC.

August 2021 – February 2024 • Enterprise Technical Assistance Services, Inc. (ETAS) • Lexington, KY

*Project Controls Engineer/Project Controller II*

Responsibilities: Supporting Department of Energy (DOE) in its’ project and financial management of the Paducah Site Office in Paducah, Kentucky.

* Providing evaluations of DOE contractor data and project statues along with preparation of both routine and non-routine project control reports.
* Providing management of the Paducah site life-cycle baseline data and scheduling to include developing/updating of Primavera P6 schedules, as well as developing/reporting earned value management (EVM) data along with manipulation of various Excel data worksheets and reports.
* Receiving monthly contractor deliverables, produce Cobra reports, analyze data and prepare reports for DOE of contractor progress.
* Preparing Performance and Financial presentation for Manager of the PPPO office.
* Tracking daily/weekly Project Controls submittal deliverables as well as updating Contractor Master Tracking log of proposals, baseline change requests (BCR), modifications and close out documents.
* Reviewing monthly Fund-Spend financial reports for consistency.
* Point of Contact for yearly DOE Audit with KMPG auditors to gather data needed for responses to auditors’ inquiries.
* Coordinate with project team to collect, understand, and effectively communicate project metrics and status.
* Coordinate with DOE Acquisition/Procurement Contracting office on weekly contracts, modifications, and run out of funds reports to update site lead DOE of potential issues/mitigation.

April 2020 – August 2021 • Sunesis Construction • West Chester, OH

*Project Manager*

Responsibilities: Project Manager assigned to various projects in heavy civil contractor arena in both the public and private sectors for one of the largest contractors in the region. Manage heavy highway type construction projects ranging from $20,000 to $32 mil. Work with varying municipalities in and around the Cincinnati Tri-State area (including Indiana and Kentucky), utility companies, ODOT, ODNR, INDOT, The U.S. Army Corps of Engineers, and other local public entities. Issuing contracts/PO’s, hiring additional subcontractors as needed for areas not uncovered during estimating process. Tracking weekly costs to evaluate budget/estimate costs to compared to actual work in place. Track workforce for Sunesis and all subcontractors as compared to manpower needs on weekly schedule update. Anticipate schedule impacts with work in place, work yet to be in place along with manpower needs. Tracking of all submittals (material needs and delivery), all bulletins and how this may impact the schedule.

Track change order changes along with impact to schedule.

**Project List**:

* + Highland Pike Sanitary District 1 (Kentucky) Sewer Replacement (April 2020 to October 2020) – project consisted of horizontal directional drill approximately 2,092 LF of 20” HDPE IPS DR-9 HDPE pipe with 216LF of 15” PVC sanitary sewer pipe. Work also included of (2) new 4’ diameter MH 6’ deep and (1) 6’ diameter MH 60’ deep installation of 2,092 new sidewalk.
  + INDOT SR1 Landslide Correction (April 2020 to December 2020) – project consisted of 400ft of retaining wall divided into three zones based on subsurface and geometric conditions. Forty (40) permanent 60ft drills/cason cages with poured in place concrete which was performed to stabilize shallow soils encountered along SR1 roadway along Tanners Creek. The drilled shaft consisted of (40) tie-back anchors designed for the estimated forces.
  + Cincinnati Eye Institute (subcontractor for Messer Construction) (August 2020) – Ft. Thomas Kentucky. Project consists of underground utilities, boring in bed rock for new fire hydrant, paving, concrete flat work.
  + City of Oxford/ODOT/Miami University, Oxford Ohio (May 2021 to August 2021)– Urban Paving/Pedestrian Safety Improvements – scope of work consists of improvement to E. High Street and Patterson Avenue, consists of raised center median including plantings/landscape elements, sidewalk replacement/widening, street/pedestrian lighting, pedestrian crossing enhancement, traffic signal modifications and bus pullout.
  + INDOT Bridge Deck Overlay and Small Structure Replacement, Friendship Indiana (April 2020 to June 2020) – project consisted of bridge deck overlay continuous prestressed concrete box beam and a culvert replacement.
  + Miami University, Oxford Ohio (May 2020 – June 2020) – Sanitary sewer replacement project consisted of construction of approximately 1,050LF of 8” sanitary sewer main along the south side of East High Street.

October 2015 – April 2020 • Miami University • Oxford, OH

*Project Manager*

Responsibilities: Responsible for coordinating all phases of institutional projects, both new work and renovation of existing facilities, grounds and related infrastructure. Requires coordination with various University departments and committees, the Ohio Facilities Construction Commission, other State agencies, Associate Architects, Landscape Architects, Consulting Engineers and construction firms.

* Overall project management responsibilities for assigned projects of assorted sizes and types from initiation through project closeout with a focus on managing multiple projects. Duties included scope of work determination, cost estimating, competitive bidding, contractor negotiations, cost control, work inspections, scheduling, work coordination, move planning and management, project close out, and post occupancy follow up. Coordination with department representatives and review of documents for compliance with required University Standards and as is compliance with the PFD’s Project Manager’s Manual.
* Cost Estimating – Prepare a reasonably accurate job cost estimate and assist the entire department in particular Planning with high level project estimates and keeps data base of historical costs for the team.
* Scope of Work Determination – Develop an accurate scope of work, to include carpentry, electrical, HVAC, plumbing, fire alarm, BAU, interior design and systems furniture, landscape and hardscape restoration and related for a complete scope determination.
* Project Oversight – Oversight of job costs, including change orders; prepares project status reports, reviews requests for payment by consulting A/E’s and contractors, control payment by valuation of completed work.
* Work Coordination – Responsible for coordination between various trades, suppliers, and end users to ensure timely and proper completion of project.
* Project Close Out – Inspection of contractor work to ensure compliance with all project requirements, follow up to be sure contractor completes all final inspection work tasks, and to ensure submission of accurate record drawings and operations and maintenance manuals, conduct post occupancy interviews.
* Consultant Interaction – Interviews and assists with selection of design professionals, to include architects, landscape architects and engineers; oversees design work through all stages.
* Participates in various divisional and departmental meetings and assists with the development and implementation of the Physical Facilities Strategic Plan.

October 2012 – October 2015 • Quandel Construction Group • Cincinnati, OH

*Assistant Project Manager*

Responsibilities: Assist with the preparation of contract documents (contracts, PO, service agreements). Maintain contact with contractor’s Foremen, Architects, Owners, and State Officials. Assist in conducting a variety of basic field duties at the job site related to the general construction of projects by personally performing the following duties:

* Study, interpret and maintain contract drawings and documents such as blueprints, safety rules, operating and maintenance instructions and procedure manuals, while preparing daily construction reports to insure proper coordination of built-in items.
* Organize/track materials/equipment released for fabrication or manufacture in time to meet construction schedule.
* Prepare estimates from scope changes from contractors and subcontractors.
* Work directly with the Superintendent/Project Manager such as overseeing contractor/subcontractor work activities to insure timely and accurate performance of their work.
* Maintain construction budgets in relation to potential change orders.
* Balance monthly budgets and provide reporting to upper management.
* Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
* Prepare the Contract Schedule of Values with related approved change orders.
* Prepare/track logs for shop drawings, contract documents, submittals, requests for information, change orders, material delivery logs and others necessary for the project.

**Successfully closed out, negotiated settlement contracts/change orders and finalized punchlist on the following projects within 2013/2014:**

* **Miami University – Western Dining Facility –** Contracts $16,050,000 approximately 46,500SF, CM at Risk, completion date April 2014
* **Miami University – MET Quad Residence Hall-** Contracts $19,080,000 Three (3) stories approximately 100,000SF CM at Risk, completion date August 2013
* **Miami University – Maplestreet Station Dining & Residence Hall** – Contracts $13,495,000 Three (3) stories approximately 80,000 sq foot facility, seven (7) kitchens on first floor, Residence Rooms on Second Floor, Mechanical and Multi-Use Space on Third Floor, General Contractor, completion date June 1, 2013.
* **Kroger Amelia** – Contracts $8.2K, new 123,000 square foot facility, role as General Trades. Twenty-Four (24) contracts closed out since February 2014
* **Southern State Academic Building** – Contracts $8,760,000 approximately 50,000SF, CM at Risk, completion date June 2014.
* **The Stratford at Kenwood – Senior Star Renovation** – contracts of $4,026,552 approximately 75,045SF renovating three floors with existing occupants, GC at Risk, contract completion August 2016

October 2009 – October 2012 • ProjDel/Browne E&C • Cincinnati, OH

*Project Engineer /Project Manager*

Responsibilities: Assist with the preparation of contract documents (construction contracts, leases, land purchase agreements, etc.). Maintain contact with contractor’s Foremen, Architects, Owners and State Officials. Assist in conducting a variety of basic field duties at the job site related to the general construction of school projects by personally performing the following duties:

* Study, interpret and maintain contract drawings and documents such as blueprints, safety rules, operating and maintenance instructions and procedure manuals, while preparing daily construction reports to insure proper coordination of built-in items.
* Organize materials/equipment released for fabrication or manufacture in time to meet construction schedule.
* Prepare estimates from scope changes from contractors and subcontractors.
* Work directly with the Superintendent/Project Manager such as overseeing contractor/subcontractor work activities to insure timely and accurate performance of their work.
* Perform final close out of projects for School District/State in relation to documents/financials.
* Maintain construction budgets in relation to potential change orders.
* Balance monthly budgets and provide reporting to upper management.
* Ability to define problems, collect data, establish facts, and draw valid conclusions.
* Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
* Prepare the Contract Schedule of Values with related approved change orders.
* Prepare/track logs for shop drawings, contract documents, submittals, request for information, change orders, material delivery logs and others necessary for the project.

August 2011– December 2011 • Kelchner, Inc. •Springboro, OH

*Quality Assurance Manager*

Responsibilities: Evaluate Field and Operation work processes to determine opportunities for improvement which in turn increases productivity, efficiency, and/or reduce costs. Document the policies and procedures:

* Gather information to evaluate current processes to determine the workflow, time requirements, costs, and duration.
* Involve key personnel from other areas to ensure their department's needs for information are addressed within the processes.
* Document and maintain all the Field and Operations policies and procedures.
* Keep employees up to date on continuous process improvements through ongoing training and written communication.
* Coordinate with the Vice President of Operations and Lead Project Manager to develop and conduct the following: o policy and procedure orientations for all new project managers, project administrators, site managers, supervisors, and superintendent.
* create a training program for all co-ops, Project Engineers, and Assistant Project Managers to insure their development as future Project Managers or Site Managers
* develop strategies to improve productivity and efficiency of the various Field and Operations processes.
* Monitor the progress of all the training participants by documenting their completion of each step of the program. Solicits evaluations of their performance from their supervisors. Based on the evaluations given, make recommendations to the Vice President of Operations for additional and/or specific training.
* Perform Project Management duties as needed in project related tasks for the office and field.
* Internal Project Manager for company converting internal computer system from HeavyJob, StreetSmarts to ViewPoint. Maintain schedule, coordinate internal and ViewPoint staff, document processes (new and old) and coordinate training needs.

May 2009 – October 2009 • Queen City Reprographics •Cincinnati, OH

*Account Manager/Sales Representative*

* Maintained current client base of over 800 accounts consisting of AEC and non-AEC market.
* Responsible for building client relationships with existing or new customer base by resolving billing issues, order issues and establishing locked in pricing.
* Cold call on new clients – 20 daily
* Quote customers’ requests on large format, small format printing which may consist of black/white or color work. Also, work with customers’ requests of one-off’s specialty items they may be requesting for design work.
* Experience working with small individually owned companies consisting of 2 or 1 employees or large multi-million-dollar corporations in the Dayton, Cincinnati, Kentucky, and surrounding areas.

December 2008 – February 2009 • SAA Solutions, Inc. • West Chester, OH

*Project Controls Specialist/Scheduler*

* Prepare tailor-made project management and project control plans with procedures specific to a client's needs. These plans may include Project Control System Description, Project Control Manual, Project Management Plan, Estimating Manual, and Risk Analysis Guide.
* Most recent assignment was located at the Uranium Disposition Services, Piketon Ohio. Generate P3 schedules showing earned value, resource loading along with budget and cost tracking to identify and quantify project performance.
* Track daily progress of activities in the Plan of the Day/Plan of the Week meetings.
* Monthly adhere to DOE reporting standards showing earned value, cost variance analysis, schedule performance index and cost performance index.
* Create/document CONOPS procedures related to procedures/programs and daily logbooks for; Operations/Administration, Shift Routines, Controls Area Activities, Communications.

January 2007 – October 2008 • R&L Carriers • Wilmington, OH

*Project Manager/Construction Coordinator/PMO Administrator*

* Performed project manager duties associated with developing, writing, and deploying several high-visibility projects, based on ITIL/PRINCE2 methodology.
* Performed IT project life cycle management for LTL Trucking company including identifying project milestones, assessing project Risks and Risk mitigation plans and project completion procedures.
* Provided guidance to stakeholders and development staff to ensure customer requirements are clearly defined and represented in the completed project.
* Communicated to upper management progress of projects including budgetary and resource allocations. Provide supporting documentation to Controllers, VP’s of Finance and Ownership.
* Prepared cost estimate of projects, report findings to customer and upper management.
* Maintained electronic and written project plans, communication plans and resource allocation plans for the PMO (Project Management Office) and ensure projects are organized effectively to support the delivery of new systems, within budget and on time, meeting customer’s needs and quality standards.
* Performed Corporate Human Resources activities, such as recruiting, setting up interviews, back-ground verification, negotiating contracts, and new employee orientation.
* Contracted with vendors and suppliers who provide a broad spectrum of products/services.
* Coordinated Production Services to ensure outside consulting services are available to meet the needs of projects.
* Maintained resource planning on projects involved with encompassing both human and capital assets. Created project plans and timelines to aid in setting development expectations.
* Created Design Documents, User Manuals and Class Modeling templates for use with projects.
* Created User Manuals and other training materials to instruct end users on installation and operating procedures.
* Lead a team of developers, quality assurance and developers for a Maintenance Project related to Unit Mileage Report/Costing per Unit/Costing by Labor vs. Actual Labor Variance Costing Parts Used vs. Actual Parts.
* Lead a team of internal and external developers from beginning to end of project to set up new business within R+L. The software provided a complete and integrated array of trucking software tools that satisfied the fleet management needs.

October 2004 – January 2007 • Turner Construction • Cincinnati, Ohio

*Project Engineer*

Responsibilities: Assisted with the preparation of contract documents (construction contracts, leases, land purchase agreements, etc.). Maintained contact with contractor’s Foremen, Architects, Owners and State Officials. Assisted in conducting a variety of basic field duties at the job site related to the general construction of school projects by personally performing the following duties.

* Studied, interpreted, and maintained contract drawings and documents such as blueprints, safety rules, operating and maintenance instructions and procedure manuals, while preparing daily construction reports to insure proper coordination of built-in items.
* Organized materials/equipment released for fabrication or manufacture in time to meet construction schedule.
* Prepared estimates from scope changes from contractors and subcontractors.
* Work directly with the Superintendent/Project Manager such as overseeing contractor/subcontractor work activities to insure timely and accurate performance of their work.
* Performed final close out of projects for School District/State in relation to documents/financials.
* Maintained construction budgets in relation to potential change orders.
* Balanced monthly budgets and provide reporting to upper management.
* Ability to define problems, collect data, establish facts, and draw valid conclusions.
* Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
* Prepared the Contract Schedule of Values with related approved change orders.
* Prepared/tracked logs for shop drawings, contract documents, submittals, request for information, change orders, material delivery logs and others necessary for the project.
* Developed close out procedure used today by Ohio Schools Facilities Commission Project Engineer for the following projects:
* **Riverview East Academy** - Contracts $35,732,237. Riverview is a new 65,234 square foot facility.
* **Midway Elementary** – Contracts of $9,856,489. Midway is a new 76,769 square foot facility.
* **Rockdale Elementary –** Contracts of $13,036,336. Rockdale is a new facility to build on the existing Condon School site after demolition of the existing building and the northern garage. The building square footage is planned for 87,643. The school will house 650 students from pre-kindergarten through 8th grade.
* **Shroder High School** - Contracts of $14,347,000. Shroder High School is a new facility.
* **South Avondale Demolition –** Contracts of $214,200. Demolition of existing school with site work/excavation.
* **Clifton Demolition –** Contracts of $123,000. Demolition of existing school with site work and excavation.
* **Pleasant Ridge Demolition –** Contracts of $375,000. Demolition of existing school with site work/excavation.
* **Bond Hill Demolition –** Contracts of $414,600. Demolition of existing school with site work and excavation.
* **Academy of World Languages Demolition –** Contracts of $492,000. Demolition of existing school with site work and excavation.
* **Pleasant Hill Elementary -** Contracts of $10,399,487.00. Pleasant Hill is a new K-8 facility.
* **Price Hill Elementary -** Contracts of $11,078,387.00. Price Hill is a new K-6 facility.

March 1999 – April 2004 • Ruscilli Construction Company • Cincinnati OH

*Project Administrator/Office Manager/Customer Service/Executive Assistant*

Responsibilities: Assisted team members with researching and updating the Marketing operating budget as required. Coordinated bidding process, set-up jobsite trailers, produced monthly reports and associated documents. Accounts receivable duties, prepared job correspondence, supervised maintenance, and owner’s manuals for projects. Tracked, organized/facilitated job kick-off meetings as well as close out meetings. Tracked job costs, verified sub/supplier invoices, verified sub/vendor work order information related to change orders and pay applications. Track workers’ compensation and insurance certificates. Maintained cash loaded construction schedules on a weekly basis. Duties same as Project Engineer at Turner Construction.

February 1998 – March 1999 • Resource International •Cincinnati OH

*Office Administrator*

Responsibilities: Maintained director’s daily schedule, coordinate the development of corporate brochures/corporate campaigns, RFI and RFP proposal preparation/tracking, scheduled conferences, and exhibits, conducted telemarketing/prospecting of future jobs. Attended area chapter meetings. Entered data resulting from daily compaction tests of soil, asphalt and concrete, sent test results to clients. Performed general clerical duties.

May 1990 – February 1998 • CARS Information Systems • Cincinnati OH

*Office Administrator to VP’s of Operations, Client Services, Sales/Marketing and Implementation Services and Trade Show Exhibitor/Coordinator*

Responsibilities: Maintained VP’s daily schedule. Coordinated the development of corporate brochures/corporate campaigns/conference giveaways/mailings/web page/prospect/client promotions. Organized prospective clientele socials in cities around the country. Prepared monthly/yearly budget statements for corporate/individual departments. Organized weekly/monthly sales, operations, and divisional meetings. Prepared client pricing structure, contracts, and employee contracts along with salary information. Developed presentations for sales/corporate meetings and end-user training manuals. Answered 800 Technical Support line, entered client problems and questions into database.

# EDUCATION/CERTIFICATIONS and TRAINING

* Employee Performance Award – Ruscilli Construction (2001)
* 30-Hour Occupational Safety & Health Training Course (2004)
* The Conference on Professional and Personal Enrichment – Skillpath Seminar (2005)
* Fundamentals of Instructor Training – (2005)
* Introduction to P6 (2009)
* Earned Value Management Course for Control Account Manager – U.S. Department of Energy (2009)
* Associate in Arts in General Business Degree – Miami University, Oxford Ohio (2017)
* Bachelor of Arts, Urban and Regional Planning – Miami University, Oxford Ohio (on-going)

***References Furnished Upon Request.***