**Heidi Wheeler**

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**RELOCATING TO HARTFORD, CT AREA**

**Objective:** To obtain a position within an organization that will allow me the opportunity to grow with them and utilize my abilities to prosper with the company.

**Experience**

**6/10 – Present Construction Management Firm (Anonymous at this time) New York, NY**

**Asst. Project Manager**

Oversee and manage commercial construction including interior buildouts, additions and

renovations both onsite and in office.

Collaborate with financiers, architects, building owners, subcontractors and city officials.

Create and maintain project schedules, proposals, submittals, contracts, budgets, AIA project

requisitions, change orders, various tracking logs, etc.

Manage budgets, deliverables, job cost, profitability reports and procurement of new client

contracts, permits, materials and trade / scope buyouts.

Current project management of 13 projects simultaneously.

**11/08 - 5/10 Saunders Construction Company St. Petersburg, FL**

**Asst. Project Manager**

 Schedule and manage inspections and permitting issues.

 Meet and maintain requirements for government contracted projects.

 Review, revise and manage subcontractor bank draw (AIA Docs, Lien Waivers, NTO’s, Notice of Commencement, Insurance, etc.)

 Perform regular walk throughs to compile trade punch lists / correction lists.

 Review building issues for correction with contractors.

 Manage, monitor and maintain all Brownsfield Act & Davis Bacon reports & interviews.

 Create and update project budgets, progress costs, bid packages & proposals.

 Price out, negotiate and procurement various construction & design material.

 Create and manage project scheduling.

 Overall project management such as vendor / client relationships, RFIs’, RFP’s & submittals.

**10/07 – 11/08 Halo Consulting & Investments, LLC. (Self Employed) St. Petersburg, FL**

**Consultant (Project Management & Business & Marketing Consulting)**

 Provided creative business strategies for start up and expansion phases.

 Created content and graphic design for business and marketing plans, marketing material,

proposals, grants, presentations, comparative and market analysis, sustainability reports, etc.

 Created financial documents including budgets, forecasts, balance sheets, analyses, etc.

 Critically researched, analyzed and edited data and content related to various projects including website content, marketing material, RFPs & grants.

Composed proposals, LOIs, grants, implementation timetables, sustainability reports, business & marketing plans, marketing material, media packs, etc.

 Devised and implemented marketing strategies.

Structured fund raising initiatives for early stage investment projects.

**04/05 – 10/07 Highpoint Development Tampa, FL**

**Asst. Project Manager**

Prepared reviewed and approved AIA documents for monthly draws.

(Acct. documents for bank with a minimum of 1.5 million draws monthly)

 Managed project budgets and job cost reports.

 Coordinated & monitored inspections for 150+townhome project.

 Structured and negotiated contracts with Subcontractors approached conflicts due to neglect

of scope of work, created proposals for prospected projects.

 Created & managed monthly tracking logs for NTO’s, lien waivers, milestone management,

Project close out documents, change orders, insurance, contracts, expenses, back charges.

**06/01 – 03/05 Chadwick Realty Group/DREM Construction Bronx, NY**

**Development Acquisitions Specialist, Asst. Project Manager & Sales Associate**

**(I held 3 positions over the 4 years that I was at Chadwick)**

 Produced sales & listings through networking, canvassing and marketing strategies.

 Serviced REO’s by performing internal & external BPO’s, obtained listings on REO’s

from banks and REO servicing companies, and was registered with several REO

companies and banks nationally.

 Project coordination of development projects including securing funding, worked with

subcontractors in all aspects of construction, negotiated, structured and arranged

paperwork for Real Estate transactions including reviewed and/or modified contracts.

 Approached legal matters (i.e. title issues, liens, violations, illegal conversions, etc.)

 Scouted neglected properties, pursued property owners nationally regarding sales on

neglected properties negotiated & strategized new development.

 Structured RFP’s, reviewed bids, negotiated & awarded contracts.

**Education**

1993-1997 Franklin County Technical High School Graduated /HS Diploma

1999 Greenfield Community College/ Acct.

2000 New York City Real Estate School Graduated/RE License

2001 POHS Institute Graduated/P&C Br. Lic

2007 Construction Estimating Institute Graduated/ Certificate

  2011 Project Management Institute In process of obtaining

PMP certification

**Skills**

• Strong written and communication skills.

• Effective delegation and resolution / problem solving skills.

• Detail oriented, organized and ability to work effectively under pressure.

• Proficient in Microsoft Office, Word, Excel, PowerPoint, Publisher, Project and Sage

Master Builder.

• Ability to recognize and meet deadlines and quotas.

• Strong ability to analyze and predict unforeseen obstacles.

• Creative entrepreneurial mind and spirit with high level of ambition and dedication.