

Garfield Josephs

Project Manager - Thompson Facilities Management

Waldorf, MD - Email me on Indeed: [indeed.com/r/Garfield-Josephs/49f76388877d37a](https://www.indeed.com/r/Garfield-Josephs/49f76388877d37a)

A position wherein my skills, creative talents and commitment to excellence will have valuable application.

WORK EXPERIENCE

Project Manager

Thompson Facilities Management - Washington, DC - September 2014 to Present

Thompson Facilities Services

Howard University Services Center

2244 10th Street, NW

Washington, DC 20001

Project Manager

Manager of Carpentry/Painting campus wide.

Project Management

Architect and Engineering Howard University

- I am a Project Manager with abilities to execute and support implementation of a turnkey solution for orders from time of award, throughout installation and to the final punch list and job close-out. I will lead their team ensuring detailed and thorough communication, commitment and collaboration between internal and external customers, and delivering outstanding performance to assigned projects. I have a broad understanding of project management principles including planning, scheduling, contracts, budgets, job costing, coordination, installation and logistics.

Management

Physical Facility Management Howard University

- Read, interpret, and understand blueprints and able to execute based layout. Performs and coordinates the cutting, shaping and installation of building materials. Manages constructing, installing, and repairing structures and fixtures. Maintains and sustains excellent customer relations. Maintains safe and clean working environment by complying with procedures, rules, and regulations. Works with Project Manager on deliverables, schedule, and manpower needs. Generates supplies and material list. Performs any and all carpentry/painting needs on site. Manage work orders by assigning, completing and finalizing through Maintenance Connect (CMMS). Address payroll needs on a by-weekly basis. Participate in meetings and coordinate according. Manage from a preventive maintenance perspective.

VP of Marketing, Sales and Operations

Cheers Hospitality Services, LLC - Boston, MA - August 2011 to June 2014

Marketing Duties

- Oversees negotiating of contracts, advertising media, or products to be advertised

Research and plan advertising campaigns. Decide which media to advertise in, such as radio, print, online and billboards. Negotiate contracts. Inspect creative elements and layouts

Organize market research studies and analyze their findings. Develop pricing strategies for products to be marketed, keeping the client's budget balanced with the firm's needs

Meet with clients to present campaigns and offer advice and strategies. Oversee staff and ensure deadlines are met accordingly.

Sales Duties

- Oversees processing new sales leads. Managing the correspondence between the sales team and their clients. Monitoring customer accounts. Providing data and reports to help the sales team. Keeping track of sales targets.

Operations Duties

- Oversees operations improve the operational systems, processes and policies in support of organizations mission - specifically, support better management reporting, information flow and

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management, business process and organizational planning. Manage and increase the effectiveness and efficiency of Support Services (HR, IT and Finance), through improvements to each function as well as coordination and communication between support and business functions. Play a significant role in long-term planning, including an initiative geared toward operational excellence. Oversee overall financial management, planning, systems and controls. Management of agency budget in coordination with the Executive Director. Development of individual program budgets. Invoicing to funding sources, including calculation of completed units of service. Payroll management, including tabulation of accrued employee benefits. Disbursement of checks for agency expenses. Organization of fiscal documents. Regular meetings with Executive Director around fiscal planning. Supervise and coach office manager on a weekly basis.

Voluntary Board Member

The Table At St. Paul's - Brockton, MA - June 2010 to July 2011

02301

Treasurer

- Raised and oversees the annual financial Budget needs, easing the burden of operation. Currently, helping the process of merging the Table with Father Bills and Main Spring, for the service to the Brockton community.

Chief Financial Officer

St Paul AME Church - Cambridge, MA - March 2008 to May 2010

02139

Chief Financial Officer

Managed \$8m worth of Assets and an Operating Budget of \$1.2m. Responsibilities include processing of weekly tithe & Offerings, Accounts Receivables /Payables, Payroll, Human Resource, Monthly Bank/GL Reconciliation, Monthly/Annual Closings, Quarterly/Annual Reporting and Report monthly to Executive Board.

Youth and Adolescent Program Director

Lena Park CDC - Boston, MA - June 2007 to February 2008

02124

Program Director

- Responsible for all programming of youth and adolescence. Overseeing six individuals who directly report to me. All educational development strategically planned, guided by my expertise in a cost effective way to achieve maximum results.

Oversee license renewal with state/local agencies.

Substitute Teacher

Boston Public School - Boston, MA - October 2006 to June 2007

Teach Math, Physics, Science, History and Computer literacy to Middle and High School Students.

General Contractor

Josephs Enterprise - Brockton, MA - December 1994 to 2006

Principal

- Managed the Daily Operations, Research and Development, Marketing/Sales, Estimates/Bids, Design Build, Project Management, Finance and Payroll.

EDUCATION

Masters in MDiv

Gordon Theological Seminary

License CS in Construction Supervisor

Wentworth Institute of Technology

Masters in Business Management

Cambridge College

Engineering and Drafting Technology

MIT

ADDITIONAL INFORMATION

SPECIAL SKILLS

Very technologically savvy: AutoCAD, Microsoft Office/Project, Harvard Graphics, Publisher, Lotus, PCTools, Xtree Gold, Windows XP, Norton Utility Database III, Money Count, Peachtree, Estimator Plus, One Right Plus, Quick Books Pro, ACS Technologies, WordPerfect Pro 10, Quattro Pro 10, UltiPro and CMMS etc.

Strength

- Excellent leadership in management, oral/written communication, interpersonal, intuitive, and analytical skills. Proven success in both independent and collaborative work environments.
- Innovative professional with 18+ years of progressive management with demonstrated initiative, creativity and success.
- Quick study with an ability to rapidly achieve organizational integration, easily assimilate job requirements and aggressively employ new methodologies. Energetic and self-motivated team player/builder. Maintain control under stress in a fast-paced environment with emerging and multiple responsibilities.
- Expertise in strategic planning, new business start up, market plan execution, capital asset oversight, cost containment, budgeting/finance, customer service, and staff training, supervision and mentoring.
- Carpentry 26+ years of experience, currently Manager of Carpentry/Painting at Howard University.

- Project Manager: scope, spec, write RFP's and negotiate contracts with contractors. As well as manage project to completion.