**Ivan Healy** [ivan.healy@protonmail.com](mailto:ivan.healy@protonmail.com)

(845) 238-0872

**Project Manager** Phoenix, AZ

[LinkedIn](https://www.linkedin.com/in/ivan-healy-9769b4124?trk=people-guest_people_search-card)

**SUMMARY** [GitHub](https://github.com/ihealy16)

* Flexible and self-motivated professional, whether working independently or cross functionally
* Excellent communication, interpersonal, critical thinking/problem solving and presentation skills with significant experience working with clients and stakeholders
* Able to adapt to rapidly changing priorities, environments, and assignments
* Native bilingual – English and Spanish, both written and spoken

**PROFESSIONAL EXPERIENCE**

**PulteGroup, Inc.**

July 2018 – Present

Project Manager (Nov 2021 – Present) – Scottsdale, AZ

* Manage a total budget of $502 million annually across 17 different Single Family Residential Master Planned development projects from the beginning pre-acquisition & active stages through the close out process totaling anywhere from 4,000-5,000 lots in land development.
* Work with C-suite to manage scope creep, coordinate schedule, cash flow, and development trades in accordance with timeline in order to maintain division goals.
* Assist in the creation and negotiation of contractual bid packages as well as coordinating with local municipalities for approvals on government agreements.
* Participate in on-site inspections, startups, final walkthrough, turnovers, etc. as required for the project with external and internal parties.
* Coordinate teams during the engineering design and construction of a project.

Settlement Officer (Jan 2020 – Nov 2021) – Scottsdale, AZ

* Achieved a record 183 monthly close of escrow transactions, currently averaging

$600–900 million/year in branch deal flow.

* Created a frequency based bulk ledger sweep cashflow management reporting tool & payment distribution system for land developer direct pay with 6 million in yearly volume.
* Managed preparation and coordination of deeds.
* Verified accuracy of loan and insurance documentation, seller statements and purchase agreements to comply with federal and state regulations, policies, accepted information security standards, and company best practices.
* Reviewed and approved checks and/or wire transfers in compliance with GAAP prior to the distribution of all monies.
* Managed settlement transactions including preparing the CD/ALTA statements.
* Generated final disbursement summary and ledger reports for detailed record keeping.

Escrow Processor (July 2018 – Jan 2020) – Dallas, TX

* Developed a new standard operating procedure for the organization’s ancillary microtransaction network resulting in the recovery of $40,000 in reconciled accounts and $8.6 million in annual microtransaction processing.
* Managed 3 direct reports and supervised the coordination and planning of a multi-department initiative affecting 117 members while interfacing with varying levels of management and staff.
* Coordinated pre-closing information, conducted pre-closing audit, order of HOA Statements, review of real estate contracts, addendums, and lender title requests.
* Delivered management analytical support for both company budget & growth KPI metrics, records management, and business continuity activities.
* Monitored departmental AP/AR portfolio with average annual transactional volume of

$2 million through: Land Acquisitions, Lot Takedowns, Recording Services, and Mortgage O&E Reports.

**Park Place Lexus**

Assistant Finance Consultant (Oct 2015 – Oct 2017) – Plano, TX

* Utilized multiple software programs to generate prospects and implement departmental performance standards and regulations.
* Communicated product knowledge for all vehicles, emerging market trends, and consumer financing options.
* Provided a superior customer service experience which assisted in the award of the Malcolm Baldrige National Quality Award for the organization.

**EDUCATION & CERTIFICATIONS**

* State University of New York - Rockland,Suffern NY, May 2015
* Linkedin – Agile Foundations – May, 2022
* Linkedin – Software Development Life Cycle – May, 2022
* Linkedin – Scrum: The Basics & Advanced – May, 2022
* Linkedin – Lean Six Sigma Foundations – May, 2022
* Linkedin – Data-Driven Project Management – May, 2022
* Linkedin – Time Management Fundamentals – May, 2022
* Google – Foundations of Project Management – Aug, 2021
* Leadership USA – Professional Development Training – Jun, 2019
* Leadership USA – Professional Development Training – Dec, 2018

**SKILLS**

* Project Management: Waterfall, Agile
* Documentation
* Data Analysis
* Software Development Life Cycle (SDLC)
* HTML, CSS, JavaScript
* Advanced proficiency in Microsoft Office Suite including MS Project, SoftPro, Bluebeam Revu CAD, OneView & HomeSelection Database Management, and TransactAP