

Matthew A. Dickinson

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PROFILE

Experienced professional with project management experience in the private and public sectors. Able to learn, adapt, and thrive in fast paced, uncertain environments while maintaining a professional composure focused on client satisfaction and high-quality deliverables.

EXPERIENCE PLANNER 3

OFFICE OF FACILITY MANAGEMENT, OHIO DEPARTMENT OF PUBLIC SAFETY

AUGUST 2016 - PRESENT

Submitted funding requests to the State of Ohio, Office of Budget and Management Controlling Board to secure Capital and Minor Capital funding for Ohio Department of Public Safety (ODPS) projects. Since joining the Facility Management team in July of 2015, submitted multiple Controlling Board requests (all of which were successfully approved in full) for a total of \$10,000,000.

As a Planner 3, initiated and developed an on-boarding training program for new employees within the Facility Management office that explained and clarified Planner responsibilities and duties both at a high level; and at the finer grain, day-to-day detail. Encouraged creating a focus on process improvement for project creation and project management within Facility Management.

After taking the Lean Ohio Bootcamp training, became the Lean Ohio Liaison for ODPS to help facilitate and encourage process improvement within the agency. Encouraged and developed a process for customer feedback and iterative project development when working with departments with complex internal and legal requirements. Worked to develop new, and improve existing relationships with departments that the Facility Management works with.

Worked as part of a team that facilitated a Kaizen event for the Ohio Narcotics Intelligence Center (ONIC) in finding efficiencies and improvements within their processes using Lean/Six Sigma tools. Used the process improvement event as a opportunity to begin to develop a way of holding future process improvement events remotely. Additionally, worked with the Ohio Traffic Safety Office to streamline their grant application assessment form and the Office of Criminal Justice Services in streamlining their grant processes.

PLANNER 1

OFFICE OF FACILITY MANAGEMENT, OHIO DEPARTMENT OF PUBLIC SAFETY

JULY 2015 - AUGUST 2016

Assisted in the planning and coordination of construction projects for ODPS. Worked with contractors throughout the project life cycle to ensure that they are able to successfully navigate all of the required State of Ohio and ODPS processes that will enable them to: access ODPS facility locations, start construction work, and ultimately deliver a final successful product to the State.

Prepared publicly advertised bid openings for projects undertaken by Facility Management (primarily the Ohio State Highway Patrol, the Ohio Emergency Management Agency, and the Ohio Bureau of Motor Vehicles) and helped lead Facility Management's transition to electronic public bidding that will allow for bids that are more accurate and a more efficient use of resources.

Created a Microsoft Access database to track over 80 painting and chair rail projects that coordinated work between multiple vendors, multiple BMV District Managers, and multiple BMV Drivers Exam Station Supervisors across Ohio. Was able to successfully track the projects to completion, despite sizable hurdles, and ensure that all of the projects were delivered and paid.

Working with the State of Ohio's IT Department, created a Microsoft SharePoint website that is used as an information resource that allows for planners in the office to: reference internal procedures, gain quick access to the ever evolving fiscal guidelines, and to utilize online document storage that frees up space on the office's limited shared storage.

Using the SharePoint site's data management tools, created a tracking system that: ensures all Purchase Orders (POs) for current and completed projects are accounted for (in particular POs that have expiring funds during the current fiscal year); record the relevant information for all ODPS locations throughout the state; and track all fund sources that are relevant to ODPS, in particular fund sources that the Facility Management uses regularly.

ZONING/ PROJECT ENGINEER

LEND LEASE

MARCH 2012 - JULY 2015

Responsible for the creation of and updating as needed, Site Investigation Reports (small-scale feasibility studies) for commercial construction projects throughout the United States, in particular for projects located in the Midwest, New York (City and State), Texas, Kentucky, and Colorado. Clients have included: 7-Eleven, Carrols (Burger King), McDonald's, Sonic, Twin Peaks, Chase Bank, and Steak and Shake.

Completed the due diligence (planning and zoning research) and obtained building and sign permits for more than forty Burger King restaurant projects in the Northeastern and Southern United States, on time, as part of a nationwide remodeling effort.

Completed due diligence and all requirements to obtain the building permits for commercial solar power projects in the Northeastern United States with Walgreens and Target stores, on time, in order to successfully meet the requirements for a tight project timeline.

Completed the due diligence to obtain all required permits through the State of California to facilitate the installation of photovoltaic panels on carports at the Palm Springs Unified School District elementary schools.

Project Manager for four solar installation projects and assisted in the project management of another six installations in the Baltimore, Maryland region totaling 2,018 kW. Assisted in the project management of another six for a grand total of 5,438 kW. During this project, supervised the successful loading and installation of 6,726 solar panels, sixty inverters, and several hundred miles of wiring.

Created a Veterans Employee Resource Group within Lend Lease that collaborated with Helmets to Hardhats (HtoH), a group that helps to place recently separated veterans in the construction industry, specifically the skilled trades. Led the creation of a hiring event in New York City that connected Lend Lease executives with HtoH members and directly led to the hiring of 3 HtoH veterans with Lend Lease in the New York City office.

Created Soft Cost Estimates and Project Timelines for 7-Eleven that helped the client find all of the necessary Planning and Zoning costs of a project and help them accurately estimate the time needed to complete the entitlement (building and zoning permit approval) processes across the country.

Presented to clients Site Investigation Reports, Soft Cost Estimates, and Project Timelines in such a way that the client could then make the best decisions possible when determining whether to proceed with a project in a municipality or region.

Worked in a Project Management role to successfully upgrade the lighting fixtures in Extended Stay brand hotels across a ten state region, on time and under budget.

ADDITIONAL EXPERIENCE

INTERN PLANNER | VILLAGE OF LOCKBOURNE | *MAY 2011 - MARCH 2012*

FOUNDER | THE OHIO DESIGN GROUP (Student Intern Group) | *2011 - 2012*

DOCUMENT MANAGEMENT SPECIALIST | NATIONWIDE BETTER HEALTH | *2008 - 2010*

INTERN | THIRD SUN SOLAR AND WIND POWER | *2006 AND 2007*

ORDNANCE TEAM LEADER | UNITED STATES MARINE CORPS | *2000 - 2004*

EDUCATION

MASTER'S

THE OHIO STATE UNIVERSITY

2010 - 2012

Major: City and Regional Planning

Related coursework: Urban Planning, Project Management, Research Methods, Complex Systems

UNDERGRADUATE

OHIO UNIVERSITY

2004 - 2008

Major: Bachelors of Specialized Studies

Related coursework: Geography, Economics, Business Management

TECHNICAL SKILLS

Microsoft Office Suite | Word (Project Documents, Proposals, Site Investigation Reports); Excel (Project Budgets, Entitlement Timelines, Pro Forms, Project Tracking Documents); Access (Databases, Project Tracking); SharePoint (Project Management, Financial Tracking, Process Documentation); Visio (Process Mapping, Planning and Zoning Playbook); Microsoft Publisher (Business Development Documents, Marketing Materials, Client Documents)

Project Management Software | Prolog Converge and Prolog Manager; OAKS CI (Primavera Project Management Software)

LEADERSHIP VERGE (VETERAN'S EMPLOYEE RESOURCE GROUP)

**+
VOLUNTEER** LEND LEASE

JANUARY 2013 - JULY 2015

Created a veteran's employee resource group of 50+ members with the goal of connecting US military veterans within Lend Lease, and recruiting veterans from outside the organization into the Lend Lease Multi-Site group and the Lend Lease Project Management and Construction group.

Coordinated a hiring event in Lend Lease's New York City office for 25 veterans that connected Lend Lease executives with member of Helmets to Hardhats, a veterans group that trains veterans in the construction trades, which immediately led to the hiring of three HtoH veterans at the Lend Lease New York City office, and established a path for future veterans to work for the company.

BOARD MEMBER

WILD GOOSE CREATIVE

MARCH 2013 - JULY 2014

Joined the Wild Goose Creative Executive Board in order to help fundraise and establish a process to update the space the organization operates in while staying within the strict financial constraints required of a small arts organization.

Obtained a grant awarded by the Columbus, Ohio chapter of the American Institute of Architects (AIA) to redesign the space with an AIA team made up of local architects and design professionals.