

Matthew A. Dickinson

Worthington, Ohio | 614.725.8345 | matt.dickinson@outlook.com

PROFILE

Experienced professional with project management experience in the private and public sector. Able to 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

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

Additionally, after taking the Lean Ohio Bootcamp training became the Lean Ohio Liaison for the Ohio Department of Public Safety to help facilitate and encourage process improvement within ODPS. 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 Office of Facility Management works with and for.

Submitted funding requests to the Controlling Board to ensure that Capital and Minor Capital funding will be allocated to projects that the Department of Public Safety has deemed vital. Since joining the Office of Facility Management team in July of 2015 have submitted multiple Controlling Board requests (all of which were approved) for a total of \$8,396,527.96.

PLANNER 1

OFFICE OF FACILITY MANAGEMENT, OHIO DEPARTMENT OF PUBLIC SAFETY

JULY 2015 – AUGUST 2016

Prepared bid openings for projects undertaken by the Office of Facility Management (primarily OSHP, EMA, and BMV projects) and have recently started preparing for the Office of Facility Management's transition to electronic bidding that will allow for bids that are more accurate and a more efficient use of state resources.

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

In the first 6 months of working with the Office of Facility Management, 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 track the projects to completion, despite sizable hurdles, and ensure that all of the projects were delivered and paid.

Working with the State'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 sites data management tools, created a tracking system that: ensures all POs 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 the Ohio Department of Public Safety, in particular fund sources that the Office of Facility Management uses regularly.

Worked with new employees to not only share any knowledge on office procedures acquired since starting with the Office of Facility Management, but also work with them to develop new best practices and find ways to streamline and adapt quickly to changing regulations and project requirements.

Utilized Microsoft Excel, Access, and SharePoint software to streamline the compliance process in the Office of Facility Management.

ZONING/ PROJECT ENGINEER

LEND LEASE

MARCH 2012 - JULY 2015

Completed the due diligence (planning and zoning research) and all requirements to obtain building and sign permits for more than forty Burger King restaurant projects in the North East United States, on time, as part of a nationwide remodeling effort.

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.

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

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Completed the due diligence and all requirements to obtain building and sign permits for Burger King restaurant projects in the North East United States, on time, as part of a nationwide remodeling effort.

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.

Responsible for creating and amending 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. Past clients have included: 7-Eleven, Carrols (Burger King), McDonald's, Sonic, Twin Peaks, Chase Bank, and Steak and Shake.

Created Soft Cost Estimates and Project Timelines that help clients find all of the necessary Planning and Zoning costs of a project and help them accurately estimate the time needed to complete the entitlement process.

Presented the SIR, Soft Cost Estimate, and Project Timeline 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 | 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, SIRs); Excel (Entitlement Timelines, Pro Forms, Project Tracking Documents); Access (Databases, Project Tracking); SharePoint (Project Management, Financial Tracking); Visio (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 +
VOLUNTEER**

VERGE (VETERAN'S EMPLOYEE RESOURCE GROUP)

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 to each other, and recruiting veterans from outside the organization into the Lend Lease Multi-Site group and the main Lend Lease Project Management and Construction group.

Coordinated a veteran hiring event in New York City for 25 veterans with resources internal to Lend Lease and an outside organization, Helmets to Hardhats.

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.