

Mark Christopher Manis

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Objective

Seeking a position in the field of Construction Management

Education

Graduate Degree:

Master of Architecture with concentration in Urban Design

University of Tennessee, Knoxville, TN

Graduated December 2011 with a cumulative 3.32 GPA

Bachelor of Science Degree:

Building Sciences with concentration in Construction Management

Graduated Fall 2007 Cum Laude with a cumulative 3.61 GPA

Appalachian State University, Boone, NC

Bachelor of Science Degree:

Industrial Technology with concentration in Sustainable Technology

Graduated Fall 2007 Cum Laude with a cumulative 3.61 GPA

Appalachian State University, Boone, NC

Associate Degree:

Small Business Administration

Graduated June 1991

Vocational College of Main-Kinzig-Kreis Gelnhausen, Germany

Student Work, Involvement, and Honors

Construction Team Leader (2009 - 2010)

UT Zero: Living Light -The UT Solar Decathlon House (Prototype)

Research Assistant (2008) Mark DeKay

University of Tennessee Architectural Research Center

Graduate Assistant (2011) Steve Wilkinson

Grade AutoCAD and 3D Max Student Work and Tutor

Honorary Awards (2003 - 2007) Appalachian State University

Dean's and Chancellor's list

President (2005) of the Appalachian Student Interior Design Society

Vice President (2004) of the Appalachian Student Interior Design Society

Honor Society Memberships:

Epsilon Pi Tau the international honorary for professions in Technology and

National Association of Collegiate Scholars (since 2006), Phi Eta Sigma (since 2004)

Selected Employment in Project Management Roles

Project Manager (April 2014-present)

Venture Vest, LLC

Kimberlee Mitchell Tonetti (President)

Manage investment property rehabilitation projects from \$100K - \$950K.

Target assets, assess condition, create preliminary construction budget, conduct market analyses to determine resale price and profitability, spear head investment meetings and presentations. Create material take off and specification list, create 'Scope of Work' document, design drawings, historic commission submissions. Analyze bid proposals to award construction contracts. Manage permits, licensing, insurance and bond status. Prepare rehab cost analysis, timeline schedules, and progress reports for commercial & private money lenders. Manage construction schedules for teams of contractors to complete project in accordance with the scope of work, prepare amendments, make payment arrangements for completed project segments, manage change orders and punch lists. Perform rough carpentry and interior/exterior finish work, as needed schedule local code enforcement inspections and code compliance meetings.

Project Manager and Carpenter (May 2011-2014, and present)

Klinkhammer & Stach Properties

Edgar Stach and Barbara Klinkhammer (Owners)

Manage residential remodel and home improvement projects at various properties: Create detail and floorplan drawings, create scope of work, invite contractor bidding, award contracts, oversee construction. Projects managed included cedar shake roof replacement, deck addition, kitchen remodel, hardwood floor refinishing, structural reinforcement of a 1200 SF attic space to make it completely livable, installation of 13 skylight windows in a previously unpierced roof. Perform carpentry work and exterior/interior finish work.

Owner and Operator (1997 - 2002)

Abbey Carpet and Interior Realities, Kingsport, TN

Business Manager, Estimator and Sales Specialist of a floorcovering and home-improvement store with a sales volume of \$600K/year. Residential and light commercial floor-coverings and interior finishes. Managed 5 full time employees and subcontracted 8 installation crews.

Territory Sales Manager (1996 - 1997)

Design Distributing, Richmond, VA

Dennis Mohn (Sales-manager)

Managed assigned territory of 100+ floor covering retail outlets, general contractors and interior designers. Expert product consultation, sales service and claims management for residential and light commercial floor-covering.

Project Manager (1996)

Townhouse Remodel, Crown Colony, Kingsport, TN

Wilma and Jerry Wiseman (Owners)

Provide sketches and specifications for subcontractor bidding on the interior residential remodel of a 2000 SF condominium. Negotiate pricing with vendors and contractors, make quality insurance inspections.

Project Management Related Employment

Architectural Consultant (February 2013-August 2013)

JMS Architecture LLC

Jeffrey Spoelker (Owner/Principal Architect)

Worked on several custom/high end residential design/construction projects on Nantucket Island. Create and submit drawing sets to the Nantucket Historic District Commission, make 3-D models for client presentations, and deliver construction document set for the realization of projects.

Architectural Consultant and Intern Architect (April 2013-April 2014)

Marianna Thomas Architects

Marianna Thomas (Owner/Principal Architect)

Made significant assessment, drawing and design contributions to various historical rehabilitation/masterplan and custom residential projects. Assess on site property conditions. Determine rehab budget, make commercial use recommendations, prepare condition reports, create masterplan and individual property improvement drawings, advised Principal Architect on appropriate construction methods, give cost estimates and recommend appropriate building materials. Projects include: "Washington Crossing Historic Park Master Plan", 'Downtown Norristown, PA Commercial Façade Improvement Study' and a 'Sidewalk Re-configuration Project at the State Capital Building in Harrisburg, PA.'

Intern Architect (August 2013-April 2014)

Bernarden Habor Holloway Architects

Paul Andrew Sgroi (Principal Architect)

Create schematic design presentations in Auto-CAD, Sketch-up Pro and Photoshop for a shopping district re-development plan, prepare several full construction document drawing sets for interior commercial 'fit-out' projects, prepare drawings and communicate with property maintenance department of an industrial facility client. Conduct site analyses. Receive professional training in Autodesk Revit.

Architectural Intern (December 2007 - May 2008)

Hunter Paul Coffey Architecture

Hunter Paul Coffey AIA (Principal Architect and President)

Manage office affairs, build study models, draw construction documents in Auto CAD, prepare documents for client presentations, organize and maintain the CSI library, conduct site analyses, graphic and architectural design work.

Estimator and Installation Technician (1994 - June 2008)

Owner and Operator of Interior Installations, Church Hill, TN

Expert window and floor covering consultation, sell, measure, estimate, install, and repair.

Architectural Intern (Summer 2007)

Michael Ross Kersting Architecture, Wilmington, NC (Fosco, NC office)

Learn procedures and processes of an architectural office, participate in Architect/Client and Architect/Engineer consultation meetings.

Carpenter's Assistant (Summer 2005)

Killer Bee Construction, Mountain City, TN

Bruce Brown (Owner and Operator)

Assist in the construction of a two story 3800 SF residence from ground-up to completion.

Estimator and Sales Specialist (1993 - 1996)

Kings Custom Carpet, Kingsport, TN

Chuck King (Owner and Operator)

Conduct of job-site analyses, site measurements, material take-off calculations, installation estimates and was responsible for sales, customer service and claims management. Several hundred conducted.

Home-improvement Store Management Assistant and Sales Specialist (1991 - 1993)

Kaufhaus JOH, Gelnhausen, Germany

Sales specialist for floor-coverings, furniture, mattresses, and oriental rugs.

Analyze Blue Prints of various commercial and residential projects, create material take-off calculations and estimate job cost.

Apprentice as Management Assistant in Retail Business (1989 - 1991)

Kaufhaus JOH, Gelnhausen, Germany

Completed successfully the Chamber of Industry and Commerce regulated

Apprentice Program as Management Assistant in the Retail Business

(Kaufmann im Einzelhandel), a program that involves vocational college and on

the job training education. Customer service procedures, retail sales

strategies/training, business management, knowledge in the goods of sale and

bookkeeping were a few of the many subjects covered in this extensive

program.

Leadership Related Employment

Soccer Coach (Fall 2007)

Watauga High School, Boone NC

Goal-keeper coach under Head Coach Doug Kidd

Northwestern 4A Conference Champions and 2nd Round State Playoffs

President (2002-2005, 2014-2017)

Champions Training Center for Tae Kwon Do, Kingsport, TN/Haverford, PA

Head Instructor and Business Manager

3rd Degree Black Belt, successful National Competitor and Certified Coach with the Amateur Athletic Union and USA Taekwondo organization. Coached various competitors to numerous State and National medals

Competitions

Participant (2007 - 2008)

Design Competition for the new AIA North Carolina Headquarters

A collaboration of Chad Everhart Architect and Hunter Paul Coffey
Architecture

First Place Winner (2007)

North Carolina Sustainable Building Design Competition (local)

Honorable Mention (2007)

North Carolina Sustainable Building Design Competition (statewide)

Special Skills and Interests

Bi-lingual (German and English), currently studying Spanish

Proficiency in AutoCAD, Sketch-Up, Adobe Photoshop, and InDesign

Love to do carpentry and finish work

Third degree (3rd Dan) black belt, World Taekwondo Federation

Competitive soccer player, hiker and nature enthusiast