

YVETTE YOUNG
PHILADELPHIA, PENNSYLVANIA 19150-1810
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jackevett@gmail.com

SUMMARY:

I am a tenacious and dedicated manager that has numerous years of experience in the design/construction field, as well as facilities, construction and project management.

EDUCATION:

Civil Engineering, Master of Science Degree

Temple University - College of Engineering; Philadelphia, Pennsylvania

Civil / Construction Engineering Technology, Bachelor of Science Degree

Temple University - College of Engineering; Philadelphia, Pennsylvania

Architectural / Civil Engineering Technology, Associates Degree

Pennsylvania Institute of Technology; Media, Pennsylvania

Architecture, 23 Credits

Spring Garden College; Chestnut Hill, Pennsylvania

Construction Management, 12 Credits,

Community College of Philadelphia; Philadelphia, Pennsylvania

AFFILIATIONS:

- ✓ National Association of Professional Women (NAPW)
- ✓ Associate Member of The Architectural Engineering Institute (AEI)
- ✓ Associate Member of the American Society of Civil Engineers (ASCE)
- ✓ American Association of Blacks in Energy (AABE)

EMPLOYMENT:

11/2017 to Present US Facilities (City Of Philadelphia Triplex Project), Philadelphia, PA

Assistant Project Manager, Responsibilities include:

- Assisted the Project Manager at U.S. Facilities - City of Philadelphia Triplex Project, ensuring a healthy and safe environment for all City employees and visitors.
- Managing three (3) High-Rise municipal buildings in Center City Philadelphia.
- Manage project development from initiation to close, including the quality assurance/quality control.
- Assisted in development of a high-performance team through supervision, training, coaching & mentoring
- Understanding and administering US Facilities contract and subcontract agreements with the City of Philadelphia.
- Able to demonstrate experience in the management of construction, budget and schedules.
- May work with pre-construction team (DPP Real Estate Department) in development of projects, budget management, financial reporting, and ensuring adherence to project budget and schedule.
- Develop tools and best practices for project management and execution.
- Drive enforcement of safety protocols by the project staff 14. Work with Accounting to initiate pay application process and follow up to ensure payment is received in a timely manner.
- Keep management informed of project progress and budget status, during regularly scheduled Meetings.
- Overseeing implementation of new CMMS, work order management system, which included developing key KPI's.

12/2016 to 11/2017 The Philadelphia Gas Works (PGW), Philadelphia, PA

Staff Engineer, Responsibilities included:

- Overseeing paving of PGW gas pipe installations and repaving; and ADA Ramp design and installations
- Managing customer complaints and responses.
- Overseeing Paving (foot-way and roadway) in PGW's Gas Distribution Department; which includes multiple paving, street restoration and concrete supply contracts
- Overseeing the design and installation of ADA Ramps encountered on PGW Paving projects
- Managing all Paving reports and Paving statistics for PGW Distribution

12/2013 to 11/2016 **The Philadelphia Gas Works (PGW), Philadelphia, PA**

Manager of Facilities Planning: Responsibilities included:

- Assisted the Director of Facilities at The Philadelphia Gas Works (PGW) in ensuring a healthy and safe environment for all PGW employees and visitors.
- Management of 16 commercial buildings, building systems including construction and maintenance.
- On PGW's Data Center Project Team , relocated and reconfigured, to a hot aisle containment system with a 2N redundancy level. Relocated company's datacenter to state-of-the-art on premise facility resulting in annual savings in excess of \$200,000 while maintaining > 99% critical system availability .
- Wrote specifications to support all purchased services, maintenance services and supplies, including HVAC, Siemens, Tozour Trane, Johnson Control, Carr & Duff and more.
- Bid package development and bid process completion, reviewing and revising current Operations, Maintenance and Supply Contracts; coordinating with Procurement to post/award RFP's and RFQ's
- Restacking project; oversaw phase one of PGW reorganization and consolidation of 16 sites, created the project schedule (Microsoft Project). Wrote the Consolidation RFP, managed bid & award of the design phase, if implemented the consolidation could save several million dollars in operating costs annually.
- Contract management and project management, including project tracking and record keeping (Oracle).
- Interaction with union employees and union leadership.

01/2010 – 12/2013 **The School District of Philadelphia, Philadelphia, PA**

Assistant Director of Operations & Special Services (Facilities Area Coord.), Responsibilities included:

Assistant to The Senior-Vice President of Facilities and School Operations

- Assisted the Senior Vice President of Facilities and School Operations on a variety of Special Projects, including capital project eligibility review.
- 20 Direct Supervisory Reports: 14 building engineers, 2 print shop supervisors, mailroom supervisor, 2 records management supervisors, building manager (Elliott Lewis) and over 300 indirect reports
- Drafted, designed and implemented The Move and Relocation RFQ, a 4.5-million-dollar contract. Reviewed and inspected school facilities, and the SDP administration building, including a comprehensive restacking /space allocation plan at the administration building.

Records Management - Student Records Department and the Record Center

- Oversaw a staff of seven, which processes over 1000 requests per week, including but not limited to, calls for verification of graduation and or duplication of a variety of student records, for former SDP students. Records also provided to various legal and governmental bodies.
- Implemented Scribbles, a new Ticketing/Work order system, with increased revenue, implemented an electronic payment system for records requests, with increased efficiency, and reduced rework and errors. Increased department revenue intake by 170%
- Oversaw the Student Records \$500,000.00 budget and offsite storage contract \$185,000.00.

The School District of Philadelphia's Copier Contract

- Wrote the copier RFP, oversaw and coordinated the \$10,000,000.00 copier contract.
- Monitoring the installation and operation of over 1200 copiers at numerous offices and 240 schools.

The Printing Services Department

- Managed an internal full service Print Shop with a staff of twelve, which meets the printing needs of the School District, including but not limited to, printing and mailing letters, booklets, graduations programs and other services.
- Oversaw the Print Shop \$1,700,000.00 budget.

Special Assignments / Facility Area Coordinator

- Oversaw daily operation of 14 buildings, ensuring a clean, safe building, conducive for learning.
- Managed facility cleaning, cleaning staff, maintenance, preventative maintenance, fire alarm testing, snow removal, oil and equipment deliveries and other tasks ensuring appropriate operation.
- Managed Key Performance indicators to ensure all school district Building Engineer's, Custodial Assistants and General Cleaners are meeting their cleaning and maintenance targets.

The School District of Philadelphia (SDP) Property Management Service Contract

- Facility Manager at the School District's Administration Building coordinated the daily operations of the Building, SDP cleaning staff and Location Request System in conjunction with the contracted vendor, assessing the condition of building systems, structure, interiors, exteriors and grounds.
- Restacking project; survey and reorganized the SDP Administration Building to efficiently utilize all space.
- Ensured all HVAC systems were fully functional; assisted with troubleshooting of all mechanical systems
- Assisted Management and oversight of facility operations and maintenance activities at The Education Center, including occupant services such as parking, janitorial, food services (Café 440 profit share), concierge and safety.
- Oversaw the SDP Mailroom, which processes all mail for schools and administrative offices.
- Oversaw the Mailroom's \$500,000.00 budget.

10/07 – 01/10 Department of Public Property (City of Philadelphia), Philadelphia, PA

Construction Engineer I (Out of Class); Responsibilities included:

- To administer, oversee and coordinate the architectural design of new construction and renovation projects, for City owned buildings (public facilities and infrastructures)
- Tracked submittals, RFI's, and change order work, processed project payment requests.
- Ensured the safety of parties involved in each project, and the completion of each project in accordance with contract requirements, specifications, drawings, and applicable codes and regulations, including the public, contractor and City of Philadelphia employees.
- Monitored public works and professional services projects and contracts, ensured contractor compliance to applicable codes, designs and specifications, Including HVAC, Electrical & General Construction Work
- Analyzed construction data; reviewed deviations from contract requirements, interpreted specifications when disagreements arose, resolved conflicts and disputes with contractors regarding the intent of the city on a specific phase in a contract, both impartially and tactfully, in order to keep the project progressing.
- Coordinated the City Wide General Construction Requirements Contract, a contract that provided ongoing emergency services throughout the year up to \$1,000,000.00.
- Project Coordination, oversaw the Pre-Design, Design, Bid & Award, Construction and Close-Out phases of multiple projects; new construction, renovation and site improvement projects, supervised the preparation of drawings, engineering designs, specifications, quantity calculations, cost estimates, engineering computations and related engineering work. Made on-site inspections of all phases.
- Project Coordinator on The President's House Project, a multimillion dollar project that created a memorial for the nine enslaved Africans on the White House Estate
- Oversaw the design phase and Architect selection at Sturgis Recreation Center, a LEED- Gold Design.

11/98 – 10/07 City Controller's Office (City of Philadelphia), Philadelphia, PA

Construction Projects Technician III; Responsibilities included:

- Auditing/intensely monitoring construction work and construction documents, including technical field inspections, intensely monitoring others in the testing, inspections and payments of various public works projects.
- Monitored Capital Projects, Engineers, Architects, consultants and inspectors from all City of Philadelphia Departments and agencies, including but not limited to, the Water Department, PHL, Recreation, and others.
- Reviewed invoices ranging from thousands to millions of dollars, ensured accuracy in accordance with The City Charter and other pertinent legal, code compliance and contractual requirements.
- Audited invoices, payment vouchers, purchase orders, professional services and contracts.
- Oversight and inspection of contractors and projects to confirm that their work met the current standards for quality and adherence to the plans and specifications.
- Participated in the award winning City Wide Audit/Inspection of The Philadelphia Police Dept. Facilities, The City Wide Audit/Inspection of The School District of Philadelphia and The Audit/Inspection of The Philadelphia Recreation Department. (Included in the 2011 City Controller Report)

REFERENCES:

Jeffrey Cardwell

Director of Facilities and Physical Plants

Pottsgrove School District

1301 Kauffman Rd. Pottstown, PA 19464

Office Phone: (610) 327-2277 ext. 1005; Cellular Phone (267) 278-0100

jcardwell@pgsd.org

Relationship: Reported to Jeff Cardwell, while employed at The School District of Philadelphia from January 2010 to December 2013

Eloise Young

Senior Vice President, Strategic and Information Services

Philadelphia Gas Works (PGW)

800 West Montgomery Avenue, Philadelphia, PA 19122

Office Phone: (215) 684-6841; Cellular Phone: (267) 249-7468

eloise.young@pgworks.com

Relationship: Colleague at PGW from December 2013 to Present

Christopher Rabb

PA House of Representatives

Hon. Christopher M. Rabb

7216 Germantown Avenue, Philadelphia, PA 19119

Office: (215) 242-7300; Cellular Phone: (267) 973-9672

Fax: (215) 242-7303

cr@chrisrabb.com

Relationship: PA State Representative, friend

Zachary Jones

Maintenance Manager

US Facilities

2.0 University Place

Suite 400

30 North 41st Street

Philadelphia PA, 19104

Cellular Phone: (267) 866-9871

zacharyjones6@aol.com

Relationship: US Facilities Co-worker

TRAINING & CERTIFICATIONS:

- ✓ Non-Destructive Roof Moisture Detection Training.
- ✓ Risk Management Safety in the Workplace Training and Ethics Training.
- ✓ Trained and Certified in AutoCAD Lite
- ✓ OSHA Training (30 Hour Certificate)
- ✓ Trained in ACI Concrete Field Testing
- ✓ IFMA, FMP Training Program
- ✓ FEMA – National Incident Management System (NIMS)
- ✓ FEMA – Introduction to the Incident Command System (ICS 100)
- ✓ Asbestos – OSHA Class III Activities Training