



DANIELLE CANDIDUS

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Summary

Focused Project Manager bringing 17 + years of developing continuous improvements throughout planning and implementation phases of projects. Demonstrated history of establishing and enforcing adherence to standards of excellence. Well-versed in mentoring and guiding associates to exceed client and stakeholder expectations. Accustomed to cultivating innovative ideas and encouraging new ideas that drive company growth.

Skills

- Records Management Systems
- Meeting Planning
- Advanced MS Office Suite Knowledge
- Excel Spreadsheets
- Technologically Savvy
- Timeline Planning and Management
- Proposal Writing
- Document and File Management
- Schedule Management
- Verbal and Written Communication
- Professional and Courteous
- Ability to manage multiple concurrent deadlines
- Appointment Coordination
- Task Prioritization
- Judgment and Decision Making
- Ability to handle difficult or unexpected situations
- Meticulous Attention to Detail
- Team Player
- Able to adapt to any situation

Experience

JAM CONSULTANTS INC | New York, NY

PROJECT MANAGER

09/2014 - 07/2023

- Prepared Job proposals for new building, alteration type 1 and buildout applications.
- Prepared all necessary documents for submission to the corresponding municipal agency.
- Provided strong leadership with both internal and external teams.
- Led meetings with internal team members, consultants and contractors.
- Built and established strong relationships with teams, vendors and contractors.
- Developed solutions to project risks and issues, meeting quality and timeline goals and objectives.
- Strong problem solving skills.
- Drafted project construction schedule and updated as job progressed.
- Ensured all project deliverables and deadlines were met.
- Handled meetings with city officials to review construction documents and drawings to obtain approval of proposed construction work.
- Facilitated closeout inspections and sign offs of approved construction projects.
- Ability to multitask
- Ability to delegate tasks to manage workload.
- Kept team members up to date by demonstrating clear communication

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- A strong team player. Worked well with others as well as works well with

PROJECT MANAGER

04/2005 - 08/2014

minimal supervision.

- Ability to manage multiple projects, prioritize work to proof read construction documents
- Monitored construction jobs and prepared all necessary documentation to submit to the Department of Buildings
- Manage and deliver low risk projects with medium-sized development teams and assist the project manager in project delivery
- Liaise with project stakeholders directly to define and deliver their needs
- Made sure Permit & building code compliance management
- Facilitated inspections from appropriate municipalities to ensure project sign offs
- Planned, directed, and coordinated activities of designated projects
- Ability to manage multiple projects, and prioritize work according to construction schedule

References

- PROVIDED UPON REQUEST