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Projects Coordinator/Administrator with 20-plus years of experience and resourcefulness in project administration, coordination, and management.

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### **PROFESSIONAL EXPERIENCE**

**2020-2023, Project Services Coordinator – COWI Consulting Inc., 88 Pine Street, Wall Street Plaza, 4<sup>th</sup> Floor, New York, NY 10005 (COWI Consulting Inc. purchased Gandhi Engineering, Inc. in May 2020)**

#### **Responsibilities include:**

1. Provide support to Project Managers (PMs) in the preparation and coordination of project activities including schedules, document controls, quality standards, risks management tools, budgets, payment requisitions, invoices, and Occupational Health & Safety and Health Safety and Environment System data.
2. Prepare and monitor contract compliance and risk management throughout project cycles.
3. Create “back-to-back” or “flow-thru” subcontract agreements. Set up and maintain the FTP site(s) for multiple projects.
4. Continuous follow-up with public agencies and documentation regarding status of outstanding payment requisitions and invoices occurred during buyout of Gandhi Engineering during the Pandemic of 2020-2023.

**1998-2020, Projects Coordinator/Administrator, Gandhi Engineering, Inc., 111 John Street, 3<sup>rd</sup> Floor, New York, NY 10038**

#### **Responsibilities include:**

1. Assist Architects/Engineers with Pre-Construction, Construction and Close Out procedures. Manage budget and financial reporting. Prepare payment requisitions and invoices with required documentation for timely payments. Obtain, review, process and maintain record of change orders.
2. Manage the information flow between the owner, contractors, and other project stakeholders. Monitor contract compliance and risk management.
3. Read and understand blueprints and shop drawings. Review Specifications and Drawings and become familiar with the project and critical path items.
4. Liaise with in-house architects and engineers for code and zoning reviews. Collaborate to ensure construction drawings conforms with requirements by the NYC DOB and other filing agencies. Thorough understanding of the permitting process and local building departments including assisting with the preparation and tracking of filed initial applications, post approval amendments, and closeout filings, and securing a Letters of Completion from the DOB for Alteration Type II, Alteration Type 1 and New Building applications. Knowledgeable working with other-related city agencies that require filings including Landmarks and the FDNY.
5. Generate and update RFI, submittal, and shop drawing logs. Coordinate subcontractor packages for architectural and engineering review. Working knowledge of CSI division construction codes.

6. Attend and prepare project meeting minutes.
7. Coordinate the work with prequalified and new subconsultants and solicit services from outside consultants as needed. Prepare and administer contract compliance and create “back-to-back” or flow-thru subcontract agreements.
8. Insurance - Renewals, Certificates of Insurances (COIs), Endorsements, and tracking.
9. Liaise with the Marketing Unit:
  - (a) Prepare and develop content and proposals in response to RFQs and RFPs.
  - (b) Support and drive development and continuous improvement of best practices and templates, data platforms, and style guides.
  - (c) Assist with maintaining, monitoring, and managing proposal database, files, and systems.
10. Supervise and mentor the Unit’s Administrative Assistant/DOB Expediter and high school student interns (juniors and seniors with interests in architecture/engineering assigned annually by the NYCSCA over a 15-year period).
11. Experience working with public agencies, such as NYC School Construction Authority (NYCSCA), NYC Housing Authority (NYCHA), Port Authority of NY&NJ (PANYNJ), Metropolitan Transportation Authority (MTA), NYC Transit Authority (NYCTA), Dormitory Authority of New York (DASNY) and NYC Department of Design & Construction (NYCDDC).

**1996-1998, Administrative, Gainor Staffing and Forest Edwards Group (Temporary Agencies), New York, NY**

Responsibilities include:

1. Long-term temporary assignments, including accounting, administrative, and legal, throughout NYC.

**1984-1992, Contracts Coordinator / Administrative Assistant, South Bronx 2000 Local Development Corporation, Bronx, NY**

Responsibilities include:

1. Assist with the preparation of sales and purchase contracts.
2. Manage paperwork related to contracts. Prepare monthly project reports and make presentations at meetings.
3. Review plans, specifications, and contracts to ensure the correct equipment, material and subcontractor services are ordered and/or purchased.
4. Establish delivery schedules, monitor progress, and contact clients and suppliers to resolve problems.
5. Support negotiations of claims, manage contractual changes and resolve disputes or conflict resolution with Contractors.
6. Prepare contract reporting/compliance documentation as needed.
7. Work with architects, engineers, owners, and others to make sure project goals are met.
8. Perform accounting and administrative duties as needed.

**EDUCATION**

B.A. Communications, (Honors)  
The City College of New York (CCNY), 1992-1995

**SKILLS**

Microsoft Office 365, SharePoint, E-Builder, Procure, Deltek Project Management Software, and Requisition Contracts Management System (RCMS). Working knowledge of Primavera P6, and AutoCAD.

**CERTIFICATION**

Notary Public, State of New York