

**Victor Perez**

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**Career Focus:** Construction Project Management

**Position Type:** Permanent Full-Time, 1099 Contractor, W-2 Contractor

**Profile**

**Versatile Management professional**, able to direct and motivate sizeable trade teams with over 18 years of experience in construction and property maintenance management environment. Excellent interpersonal skills comfortable and effective in front of large groups, presenting to owners, senior management/boards of directors; internationally traveled, culturally sensitive, and bilingually fluent (English/Spanish); excellent at getting everyone on the team on the same page.

**Areas of expertise**

<ul style="list-style-type: none"> <li>• NYC agencies violation removal</li> <li>• Project presentation</li> <li>• Document preparation</li> <li>• Bid preparation</li> <li>• Pre-qualifying bidder's</li> <li>• Jobsite Performance planning and management.</li> <li>• NYC BIS Buildings Information System</li> </ul>	<ul style="list-style-type: none"> <li>• Blue print reading</li> <li>• Autodesk Architectural Desktop</li> <li>• The New York City building, Electrical, mechanical and plumbing codes</li> <li>• Expediting work permits</li> <li>• certificate of occupancy checklist</li> <li>• New York State Energy Conservation Construction Code</li> <li>• Establishing management control system</li> </ul>
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Work Experience:

**Gotham Contract Management, Inc.**

Business Development Representative.

Responsibilities included Develop and execute regional sales strategy, Assume full responsibility for regional business development, including: Identify and cultivate new business opportunities. Acquire new accounts and build sales through face-to-face contact with customers. Actively promote and sell all company Services. Develop customer budget estimates and resulting in growth opportunities; identify competitive threats and coordinate response plans.

**Dynatec Contracting, Inc.**

Project Manager

Responsibilities included reviewing and ensuring that the contract and documents of projects were as per AIA standards and did not violate any government or legal regulations. Managed and supervised 4 new constructions projects maintained all daily shed/scaffolding daily logs, coordinated construction meetings and activities with trades and owners; did budget analysis and cost analysis and scheduled all tasks and activities.

**Sleepy's "The Mattress Professionals"**

Project Manager

Responsibilities included conversions of retail spaces to Sleepy's stores specifications, surveying, drawing, project budgeting and preparing scope of work, preparation of bid documents, contractor selection and negotiations; material purchasing, scheduling, building code compliance and closeouts.

## **Hernando Maintenance, Inc.**

### Project/Office Manager

Responsibilities include project buy-out, administering contracts, and managing the project budgets. Preparation of documents for commercial and residential construction projects, bidding, subcontractor selection and negotiations. As well as material purchasing, scheduling, building code compliance, project development, quality control. Liaise between designer, architect, contractors and owners. Communication with the on-site Superintendent and site visits, supervise crew of trade workers overall daily maintenance and repairs of buildings ranging from 4 to 100+ units also overseeing base buildings exterior repairs and public areas maintenance.

### **Projects and Accomplishments**

Worked during the Sleepy's takeover of Rockaway Bedding stores in which I was responsible for full conversion of stores in New York State; completed over 40 Retail stores ranging from 2500 to 8000 sq ft. in a period of four months.

- 90% project completion on time while meeting strict timelines and budget requirements
- Submitted over 500 bids annually; secured 55%.
- Reduced paperwork by 75% by developing computer programs and introducing office automation procedures to the company.
- Slashed material and equipment expenses by 15% by negotiating and establishing valuable vendor contacts.
- Increased sales 10% through educating client's value added extras to increase property value and life enjoyment.
- Increased profits through Value Engineering
- Negotiated cost estimate and maintained contact with clients.
- Secured new business through exceptional customer relations, hard work, and word of mouth.
- Developed strong employee and contractor productivity and ability to identify; isolate, and eliminate work hazards.
- Trained office staff on IT usage.
- Established solid, positive, and productive work environment.

### **Education**

- DOE's Building Energy Codes Program trained in Rescheck and Comcheck programs.
- Federal Building Codes – Commercial / Residential
- Commercial Requirements of the 2006 International Energy Conservation Code (IECC) Web-Based Trained
- Constantly update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Construction Bidding, Cost Control, Estimating, Construction Management Seminars and extensive Business Management Training.

**Construction Skills:** Construction Management, general knowledge of all construction trade types (carpentry, plumbing, painting, electrical, mechanical, welding, etc.) general maintenance skills (hands-on repair capability);

### **Computer Skills**

- **Autodesk Architectural Desktop**
- **Microsoft Project® Construction Scheduling**
- Primavera Contractor software
- **Advanced user of Microsoft Office suite: Project, Outlook, Excel; Access, Publisher, and Word.**
- U.S. Department of Energy's (DOE) Rescheck and COMcheck Software.
- Computer programming in ASP.NET, C#, Visual Basic, HTML, JavaScript, DHTML, and spreadsheet scripts.