

## *SUMMARY*

Fifteen years of proven construction project management experience, primarily in hospitality design and construction. Expert in all aspects of construction administration, design and management of ground up projects, renovations, schematics, and business development.

Strengths include:

- Construction/Renovation
- Strong Business Acumen
- Excellent Organizational Abilities
- Positive Client Relations
- Time & Budget Conscience
- Building Code Knowledge
- Product Improvement Plans
- Contract Negotiation
- Brand Standards Compliance
- Project Specifications

## *EXPERIENCE*

**BOUNDS & GILLESPIE ARCHITECTS, PLLC**  
**7975 Stage Hills Blvd., Suite 4, Memphis, TN 38133, 901-377-6603**  
Project Manager – 2003 to 2009

Performed bank package, preliminary, and final construction plan and specification authorship and review for hotel, school, and other commercial projects. Reviewed all final shop-drawing submittals from General Contractors for all projects including requests for information, proposed change orders, and value engineering judgments. Worked closely with Hotel organizations, franchisees, principals and architectural staff, engineers, general contractors, suppliers, and local code officials. I participated in hotel projects involving franchise owned Marriott Corporation, Hilton Hotel Corporation, Intercontinental Hotels, and Starwood Hotel projects. I participated in the design and construction of the full service Hilton Hotels. Participated in numerous Hampton Inn Hotel, Hilton Garden Inn, Embassy Suites, and Homewood Suites Hotel projects throughout the United States. Participated in the \$25M High Rock Condominium project in Saratoga Springs, New York.

**ST. JUDE CHILDREN'S RESEARCH HOSPITAL****332 North Lauderdale Street, Memphis, Tennessee 38103, 901-495-2339**Senior Project Manager, D & C- 2000-2002

Managed and oversaw all manner of time and material hospital projects as well as large-scale ground up projects. Oversaw the design and production of the Memphis Grizzlies House Hotel. Completed the close out of the \$15M ALSAC Headquarters Building. Worked extensively on master planning during this campaign. Involved in Project Management of the Target House long-term care facility addition. Managed numerous large and small campus hospital projects involving all departments and Administration of the hospital.

**HILTON HOTEL CORPORATION (formerly PROMUS HOTEL CORPORATION) 785 Crossover Lane,  
Memphis, Tennessee 38117, 901-374-5000**Project Manager 1993-2000

Worked with Franchise owners, architects, engineers, general contractors, suppliers, and Promus inter-company staff to produce over 200 hotels. Brands included Embassy Suites, Homewood Suites, Hampton Inn, and Doubletree Hotels. Performed extensive product improvement plans of numerous hotels within the system and competitor hotels wishing to join the Promus system. Performed plan and specification reviews, ensuring compliance with Promus standards. Made scheduled site visits for review of quality of work and compliance. Developed brand standards with the Vice President of Design and Construction. During tenure, system grew to over 2,400 hotels.

*EDUCATION*

1977 – B.B.A. **Memphis State University**, Management, Industrial Relations and Political Science.

1993 – **State Technical Institute at Memphis**, courses in Architectural Engineering.

1994 – **University of Wisconsin at Madison**, intense continuing education courses in Architectural Engineering and Construction Principals

2006 – **Union University at Germantown, Tennessee**, earned 30 hours towards M.B.A. 36 hour cohort program.