

## Summary of Qualifications

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- 11+ years of Project Management experience
- 10+ years Facilities experience
- 9 years' experience with vendor management
- Budget planning and management
- Proven ability to meet deadlines and work well under pressure
- Construction document creation and project management
- Commercial and residential programming and space planning
- Strong organizational skills with an eye for detail

## Professional Experience

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### **Team Leader Building Operations & Facilities:** Wellmark Blue Cross Blue Shield: 7/2014-Present

#### **Responsibilities**

- Lead a team of nine professionals focused on project management, construction management, vendor management, contract management and capital expense planning
- Oversee the Facilities and Building Operations for all Wellmark, Inc. properties totaling over 1 million square feet
- Vendor management and coordination for all Wellmark, Inc. properties
- Construction planning and management
- Strategic planning and reporting on companywide space projections
- Member of the Disaster Recovery Site leadership team

#### **Accomplishments**

- Responsible for multi-million dollar renovation projects for Wellmark facilities, all of which were delivered on-time and at or under budget

### **Property Management Coordinator:** Wellmark Blue Cross Blue Shield: 7/2013-7/2014

#### **Responsibilities**

- Project management lead for special projects
- Commercial move management including large-scale moves
- Construction document preparation
- Space planning and programming
- Manage and resolve conflicting stakeholder needs
- RFP participation, review and implementation
- Energy review involvement with vendors Baker Group and the Weidt Group
- Member of the Disaster Recovery Site leadership team

#### **Accomplishments**

- Led the effort to streamline, organize and report on the contracts for Physical Security, Logistics, Aviation and Property Management.
- Successfully closed down the Sioux City and Rapid City offices. Tasks included vendor management, budget tracking, coordination of contract creations and terminations.
- Led the space planning and design phases for the Sioux Falls location renovation project.
- Successfully completed three phases of the Sioux Falls renovation project on time and on budget. Deliverables for the renovation project include preparing an Architectural plan set for bid, led and coordinated stakeholder moves of 100+ staff in preparation for construction, furniture inventory and liquidation of old assets.

**Facility Planner: Wellmark Blue Cross Blue Shield: 12/2011-7/2013**

**Responsibilities**

- Commercial move management including large-scale moves
- Construction document preparation
- Furniture inventory management
- Commercial interior design, finish selections and furniture specification
- Project management of special projects
- Space planning and programming
- Manage and resolve conflicting stakeholder needs

**Accomplishments**

- Appointed to lead the planning and implementation of the largest move-to-date in the Headquarters building. This 350+ staff move was successfully orchestrated resulting in the ultimate and timely success of a staff relocation.
- Within the first year of employment, successfully relocated the Cedar Rapids employees to their new location. This project was the combination of initial planning with various stakeholders, furniture inventory management, monitoring construction details, coordinating and supervising the installation of existing furniture in the new site, working on liquidation of old assets, and managing the move process. This was a very complex project with many moving parts and all targets and deliverables were consistently met.

**Commercial Interior Designer: Triplett Companies: 04/2007-12/2011**

**Responsibilities**

- Developed schematic furniture layouts
- Utilized building and ADA code requirements
- Managed and planned budgets
- Project management
- Formulated a complete design concept
- Project coordination with clients and contractors
- Lead and participated in all design stages from concept to completion
- Internal brand identity creation and development

**Accomplishments**

- Assumed a sales role with certain clients as a result of relationships built over time which resulted in repeat business
- Worked with ownership to develop company efficiencies and process improvement

**Interior Designer: Simeone Deary Design Group: 09/2006-04/2007**

**Responsibilities**

- Assisted Principals in organization and production of construction documents and details, and plan sets
- Managed project budgets for residential and hospitality projects
- Coordinated with clients and contractors
- Project logo and identity creation and development

**Accomplishments**

- Received additional responsibilities from Principals following successful completion of projects

**Administrative Assistant/ Sales Support: Robert Half International: 11/2004-08/2006**

**Responsibilities**

- Supported the Regional Manager and Sales team in daily activities pertaining to job placement and recruitment
- Brought creativity and detail to logo and flyer layouts for company events
- Collected data for ongoing reports, reviews and presentations

**Accomplishments**

- Contributed to the improvements in the process driven environment

## Education

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### **University of Northern Iowa, Cedar Falls, IA**

Bachelor of Arts Degree: Organizational Communication, graduated December 2003

### **Harrington College of Design, Chicago, IL**

Associate of Applied Science: Interior Design, graduated December 2006

## Achievements

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- Elected as VP of Communications for the IIDA (International Interior Design Association) Great Plains Chapter, 2009- 2012
- Nominated and named Finance Associate of the Month, Wellmark Blue Cross Blue Shield, 2012
- Created a facility assessment for the Easter Seals of Iowa properties which allowed the nonprofit organization to plan for property improvements and seek donor money for long term capital improvements.

## Technical Skills

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- Software: AutoCAD, Adobe Photoshop, Adobe Illustrator, MS Office, Configura CET Designer, Manhattan-Centerstone software
- 2D & 3D drawings using Auto CAD and Manual hand drafting