

MARIA A ALVARO

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PROJECT MANAGER

Project Management | Technical Training
Design | Development | Quality Control | Educator

Resourceful hands-on manager with dynamic career experience spanning design, project management, estimating, technical writing, design team management, and professor of construction management. Controlled project budgets in excess of \$79 million dollars. Skilled communicator, trusted advisor and mentor, with a reputation for building top-performing teams and partnerships that exceed expectations. Expert managing projects with condensed schedules, and tight budgets. Leader in growing markets and profitability while developing efficiencies and effective work processes. Expert in creating customer satisfaction and loyalty.

- **Higher Education:** Preliminary programs and budgets. Prepare request for proposal and consultant selection. Coordination of the design process, and construction documents. Control budgets, schedules, selection of subcontractors through bid-buy-out, mitigation of issues without affecting the budget, quality control of documents, and the building. Buy-out of furniture, fixtures and equipment. Building inspection for turn-over to the client.
- **Commercial:** Design, construction documentation, preconstruction, project management, estimating, scheduling, maintenance of budgets and schedules, bid buy-out, quality assurance, and project close-out.
- **Multi-Family:** Design, construction documents, design reviews, technical writing, preparation and submittal of HUD packages and LIHTC packages, quality assurance/ quality control, capital needs assessments and preconstruction. Preconstruction, request for proposals, consultant selection, project management, estimating, scheduling, request for proposals, consultant selection,
- **Educator:** Construction Management, Construction Methods, Statics and Strengths of Materials, Site Construction, Project Scheduling, Cost Estimating, Legal Issues, Mechanical Systems, Sustainable Design, Revit, Basic Design, Safety, BIM, Masonry and Historic Masonry.

KEY SKILLS

- Design
- Design Build
- Budgeting and Forecasting
- Technical Writer
- Proformas
- Pre-Construction
- Project Manager
- Construction Administration
- Municipal Relations
- Government Relations
- Client Relations
- Educator
- Mentor
- Seminars/Webinars
- Quality Assurance/Quality Control
- Licensed Architect
- LEED AP
- ASTM Capital Needs Assessor
- Licensed Builder

EXPERIENCE

INTERNATIONAL MASONRY INSTITUTE, White Lake, MI

All Masonry Buildings

07/2017 - 04/2020

Director of Industry Development and Technical Services

Developed, promoted, and delivered professional education programs for Michigan's Architects, Engineers, and Construction Managers. Programs were delivered via Webinars, Seminars, and Hands-On Programs utilizing one hour, half day, and full day formats. Implemented Masonry Days for future Architects, Engineers, and Construction Managers via hands-on workshops at UofM and Eastern Michigan University.

- Market Development
- Delivered BIM training and plug-in software tools to the A/E/C community
- Provided job site safety awareness seminars/webinars
- Presented AIA approved hands-on workshops, seminars/webinars.
- Created a Contractor Technical Program for tradesman to sharpen their skills
- Free technical assistance to the A/E/C community

OAKLAND UNIVERSITY, Rochester, MI

06/2012 - 07/2017

All Building Types

Senior Project Manager

Established preliminary budgets for new construction and rehabilitation projects campus wide. Write Requests for Proposals for Architects, Engineers, and Construction Managers. Interview and select Architects, Engineers, and Construction Managers. Oversee the Design and Construction Process from inception to completion of close out documentation. Act as the Owner's Representative for the user group. Maintain communication between the user group, Architect, Engineers, and Construction Manager. Established relationships with Local Municipalities.

- Hillcrest Hall 79M
- Human Health Building – 54.7M.
- Oakview Hall – 30M
- Vandenberg Hall Renovations – 20M
- Banquet Center - 3M
- Developed Facilities Process and Procedure Manual
- Updated Oakland University's Design Guidelines
- Established criteria for sustainable design in Oakview Hall and Hillcrest Hall

MICHALOWSKI ARCHITECTS, White Lake, MI

06/2000 - 6/2012

Multi-Family and Commercial

Principal

New Design and rehabilitation of commercial and multi-family housing from inception through completion of the construction phase, including both privately funded and Government funded projects. Development of several properties including HUD and LIHTC packages. Perform inspections, cost analysis/proformas, and architectural plans for commercial and multi-family developments for both new and existing facilities. Construction Administrator for the Department of Housing and Urban Development. Certified Property Capital Needs Assessor through ASTM. Reports included photos, condition assessment of property and systems, Life Cycle Costs and, Replacement Reserve calculations. Monitoring of the entire construction phase, review and approval of pay applications, change orders, and close out documentation. Supervised over seven thousand multi-family units within sixteen

developments for private developers on time, and within budget. Directly supervised four commercial developments which were completed ahead of schedule and within budget. Adjunct Professor at Lawrence Technological University and ITT Tech.

- Market Development
- Development
- Design and Construction Documents
- Estimating
- Quality Assurance/Quality Control
- Proformas
- Property Condition Assessments
- Project Management

THE LOCKWOOD COMPANIES, Southfield, MI

07/1997 - 06/2000

Multi-Family and Senior Housing

Director of Architectural Services

Coordinated the design process and developed the scope of work for in house design build developments. Oversaw the construction of all developments for adherence to contract documents, specifications, and code requirements. Liaison between owner and construction. Responsible for turnover of all units, buildings, and developments to the owner. Also responsible for all warranty issues for all developments. Oversaw nineteen developments with over five thousand seven hundred units.

- Design Process Controller
- American with Disabilities Act review
- Quality Controller of all developments
- Liaison between owner and construction for building turnover
- Warranty Issues

VILLAGE GREEN COMPANIES, Farmington Hills MI

06/1995 - 07/1997

Multi-Family Housing

Project Manager/Estimator

Coordinated the design process for all new and rehabilitated multi-family developments. Estimated budgets for all developments and oversaw construction for adherence to contract documents, specification and code requirements. Turned over all developments to Village Green Management Company. Oversaw nine developments with over three thousand units.

- Design Process Coordinator
- American with Disabilities Act review and compliance
- Technical writing
- Estimating
- Project Management
- Quality Control

EDUCATION

LAWRENCE TECHNOLOGICAL UNIVERSITY, Southfield, MI

- Master of Architecture, 2009
- Bachelor of Architecture, 1994
- Bachelor of Science, Architecture, 1992