

ATTACHMENTS

ATTACHMENT A

Attachment A. GBRI Project Management Plan for Energy Curriculum Training

<i>Phase 0 Initiation</i>	<i>Phase 1 Planning</i>	<i>Phase 2 Training</i>	<i>Phase 3 Monitoring</i>	<i>Phase 4 Closing</i>
EERMC RFP	Communication Plan	Continue Marketing	Collect Feedback	Lessons Learned
Preliminary Scope	Refined Schedule	Deliver In-Person Training	Report Attendance	Graduation Ceremony
Submit Technical Proposal	Marketing & Outreach Plan	Deliver Online Training	Report KPI	Certificates & Badges
Submit Cost Proposal	Review and Analyze NEED Curriculum	Deliver On-Demand Training	Share Monthly Reports with EERMC	
	Create New Curriculum Outline	Train the Trainer Modules	Corrective Actions If Any	
	EERMC Stakeholder Review	Complimentary Access to GBRI Courses	Set-up Teachers Community of Practice	
	EERMC stakeholder approval			
	Develop Training materials			
	Engage Marketing			

ATTACHMENT B

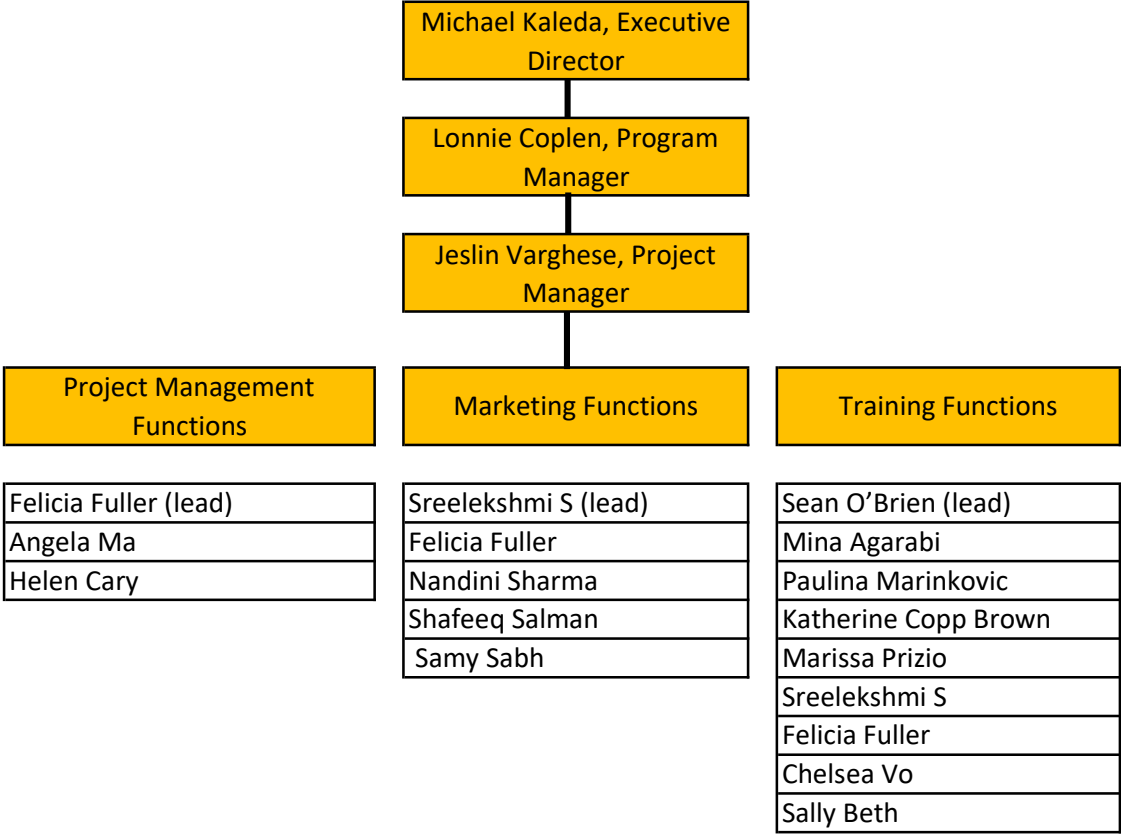
ATTACHMENT C

Attachment C. GBRI Project Responsibility Matrix

Phase	Area of Concentration	Related Tasks	Michael Kaleda	Lonnie Coplen	Jeslin Varghese	Katherine Copp Brown	Mina Agarabi	Paulina Marinkovic	Sean O'Brien	Marissa Prizio	Sreelekshmi S	Nandini Sharma	Shafeeq Salmaan	Felicia Fuller	Angela Ma	Helen Cary	Samy Sabh	Chelsea Vo	Sally Beth		
Phase 0 - Initiat	Responding to the RFP	Review of RFP	x	x	x																
		Review NEED Energy Curriculum	x	x	x	x	x	x	x	x	x			x							
		Prepare the technical Proposal, cost Proposal, preliminary project management plan and schedule	x	x	x																
Phase 1 - Planning	Project Management	Prepare project management plan	x	x	x																
		Prepare communication plan	x		x						x	x	x	x							
		Prepare detailed schedule			x						x	x	x	x							
	Training Materials	Review and analyze NEED curriculum	x	x	x	x	x	x	x	x	x			x	x	x					
		Identify gaps in curriculum			x	x	x	x	x	x	x			x							
		Propose outline for EERMC stakeholder review			x	x	x	x	x	x											
		Develop new training materials including "train the trainer" modules			x	x	x	x	x	x											
		Procure NEED demonstration materials													x	x	x				
		Review newly created materials	x	x	x	x	x	x	x	x	x			x	x	x					
	Marketing and Outreach	Prepare marketing materials									x	x	x	x						x	
		Prepare event schedule, event pages on social media									x	x	x	x						x	
		Optimize search engine optimization									x	x	x	x							
		Set-up Google and Facebook advertisements									x	x	x	x							
Run advertisements campaigns										x			x								
Create marketing videos for social media										x								x	x	x	
Host free webinar to promote events											x	x	x	x	x	x					
Phase 2 - Training	Training	Deliver in-person training			x	x	x	x	x	x											
		Deliver online live training			x	x	x	x	x	x											
		Voice Recording for on-demand courses			x	x	x	x	x	x										x	x
		Produce on-demand video																		x	x
		Publish on-demand video			x									x	x						
		Create on-demand access accounts												x	x						
Phase 3 - Monitoring	Monthly Reports	Collect feedback from teachers											x	x							
		Create progress reports on course usage, training, marketing											x	x							
		Create and distribute KPI metrics			x								x	x							
	Continued Engagement	Create Community of Practice for Teachers									x		x	x							
		Provide access to additional sustainability courses										x		x	x						
Phase 4 - Closing	Monthly Reports	End-of-assignment evaluation, share lessons learned	x	x	x	x	x	x	x	x			x	x							
		Online graduation ceremony	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
		Distribute Certificates and Badges	x	x	x							x		x	x						

ATTACHMENT D

Attachment D. GBRI Organizational Chart for Training



Michael Kaleda, Executive Director

Lonnie Coplen, Program Manager

Jeslin Varghese, Project Manager

Project Management Functions

- Felicia Fuller (lead)
- Angela Ma
- Helen Cary

Marketing Functions

- Sreelekshmi S (lead)
- Felicia Fuller
- Nandini Sharma
- Shafeeq Salman
- Samy Sabh

Training Functions

- Sean O'Brien (lead)
- Mina Agarabi
- Paulina Marinkovic
- Katherine Copp Brown
- Marissa Prizio
- Sreelekshmi S
- Felicia Fuller
- Chelsea Vo
- Sally Beth

ATTACHMENT E

Michael J. Kaleda, PE

51-02 Redfield Street, Douglaston, NY 11362
Michael.Kaleda.PE@gmail.com – 917-892-7645

Career Profile

Executive with department head level responsibility for managing capital programs in federal, state and city organizations and projects in the private sector. Track record of organizing, leading and managing teams to execute organizational goals with favorable results. Advisor to public sector owners. Lecturer, motivator and mentor to staff and students.

Professional Experience

M Kaleda Consulting Services, Corp. Principal

2019 - Present

Providing advisory services to the NYS Empire State Development Corp. for the \$1.6B Moynihan Train Hall project - the expansion of Penn Station into the former Farley Post Office. Responsible for the operational readiness, activation and transition (ORAT) program to ensure and validate stakeholder preparedness to operate in this new facility. Organized, managed and led critical tabletop and live pre-opening exercises to demonstrate staff, equipment and train hall functional readiness.

Metropolitan Transportation Authority, State of New York Senior Vice President and Program Executive (MTA Capital Construction Co.)

2012 – 2019

For the \$11 billion system expansion of Long Island Rail Road into Grand Central Terminal served as the program's senior construction executive with responsibility for the safe, on-time and on-budget performance of is \$1.1+ billion construction in the busiest two-mile rail road corridor in North America, (Harold Interlocking) and program-wide Systems portfolios. Implemented construction via 3rd party contractors and railroad force account. Scope includes tunnels, bridges, retaining walls, track, switches, traction power, signals, ventilation, power, communications, fire/life safety. Responsible for a force account material procurement operation of \$50+ million including warehousing.

Executed the program critical path 5-year Harold program as planned in 2013. Led a multi-discipline technical team of 200+ engineering and construction management professionals. Maintain *program-best* safety performance record consistently below national average for lost time incidents.

Sponsored and led the New York Zone regional schedule initiative among MTA, Amtrak, LIRR and other regional stakeholders to ensure \$1+ billion construction projects and state-of-good repair productivity is maximized while maintaining the operations of three major rail carriers (Amtrak, LIRR and NJT) through the zone.

Responsible to a diverse stakeholder group including New York State, Federal Transit Administration, Federal Railroad Administration, MTAHQ, LIRR, and Amtrak who have funding, operations or property ownership interests.

Executive Director, Construction (Long Island Rail Road)

Served as the senior construction executive with responsibility for re-planning \$1 billion of infrastructure improvements in Harold Interlocking with manageable impact to the busiest commuter railroad operation in North America.

**The McKissack Group, Inc.
Executive Vice President****2005 - 2012**

Senior executive providing day-to-day management of a department of 100+ construction management professionals in New York, Connecticut and Pennsylvania. Formulated and executed the strategic business plan which resulted in revenue growth from \$4 million in 2005 to \$20+ million in 2011. Managed field operations, staff recruitment/development/retention, operating budget, annual revenue projections/monitoring, marketing and related financial controls. Advised President/CEO on organization, staffing, and business development initiatives including appropriate and sustainable geographic and service expansion. Reported quarterly to the Board.

Principal-in-charge: **MTA Independent Engineer Consultant Services** – Oversee and manage a staff of 20 full time professional staff and 9 subconsultant subject matter experts. Evaluate, report on and brief the MTA Board of Directors on the performance of \$20+ billion of capital construction projects. **Atlantic Yards Redevelopment Program**. Oversee and manage a staff of 10 construction management professionals with responsibility for relocating the active LIRR Atlantic Yards mid-day storage facility (10 tracks) to construct the 19,000 seat Barclay's Center (NBA Nets and NHL Islanders) as well as a \$4.9B, 22 acre mixed use development. **Columbia University Manhattanville Campus Expansion** – a 17-acre campus expansion program.

**Metropolitan Transportation Authority, State of New York
Chief of Design, Construction and Railroad Operations & Chief Engineer (MTAHQ)****1997 – 2005**

For the MTA's \$11 billion system expansion of the Long Island Rail Road into Grand Central Terminal, managed the design and comprehensive construction interface for a diverse stakeholder base. Regular briefings to agency presidents and executive staff. Supervised a team of MTA and consultant staff, including engineers, architects and transportation professionals. Drafted, negotiated, and administered 63 agreements with autonomous MTA subsidiaries and NY & Atlantic Railway covering scope, schedule, unionized labor participation and coordination requirements. Served as New York State Code Enforcement Official ensuring all design and construction activities adhere to the regulatory requirements of the New York State building code and were documented accordingly.

Deputy Vice President and Deputy Chief Engineer (NYCT)

Supported the SVP and Chief Engineer in the management of a 1600-person department and \$2 billion annual capital program. Direct supervision of over 100 professionals in the project controls divisions of estimating, scheduling, cost control and internal controls. Developed and implemented the department's strategic vision and management succession plan. Sponsored a construction resident engineer training program to ensure all 200+ field managers are well-versed in the processes and procedures required to safely and effectively manage construction in an operating transit environment. Instituted post-occupancy critiques to solicit feedback from end-product users on the effectiveness of design and construction in producing functional and sustainable capital improvements.

**New York City School Construction Authority (created in 1989)
Chief Project Officer****1989 – 1997**

Successfully managed a \$500+ million annual capital program. Recruited, trained and supervised a staff of 55 project managers. Led the Authority in internal promotion and retention rates. Completed hundreds of capital projects valued at over \$1.5 billion including 10 new schools, 19 additions, 6 athletic fields, 7 modernizations, the SCA's first design-build contract and hundreds of capital improvement projects in four of the five New York City boroughs. Initiated public sector owner-contractor partnering in NYC in 1991 and then used it on ten subsequent projects. This resulted in a measurable improvement in project quality, cost and schedule performance.

Active Duty USAF – honorable discharge

1981 – 1988

Education

M.S. (Civil Engineering), University of Illinois
M.B.A. (Management), Rensselaer Polytechnic Institute
B.E. (Civil Engineering), Manhattan College

Licenses and Certifications

Professional Engineer, State of New York, through February 2024
LEED AP O+M, through September 2022
OSHA 30 Construction Safety Training, 2020

Recent lecturer engagements

Best Practices for a Successful Career in the A/E/C Industry
The Cooper Union, May 2021 and October 2020

Public Speaking Tips for Construction Industry Professionals
MTA Capital Construction, Young Engineer Seminar Series, July 2020

What to know before you become a Supervisor
MTA Capital Construction, Young Engineer Seminar Series, June 2020

Best Practices for a Successful Career in Engineering
Bruce Podwal Seminar Series, The Grove School of Engineering – CUNY, March 2020

Best Practices for a Successful Career in Engineering
Long Island Rail Road Program Management staff, March 2020

The Evolution of Design Solutions for the East Side Access Project (4 CEH)
Society of American Registered Architects, February 2020

The Public Architect as City Builder (7.5 CEH)
AIA Conference on Architecture, April 2017
(one of seven speakers)

Other

Ten-year mentor at Manhattan College

Supported the sponsorship of Iraqi engineers for 3-month fellowship under the U. S. Civilian Research & Development Foundation program in 2010, 2011 and 2012.

Supported The Fortune Society and Sanctuary for Families by providing mentorship and internship opportunities to the clientele each serve. Hired four individuals into design and construction industry.



LONNIE COPLEN

CONFIGURATION MANAGER



EDUCATION

M.A. English, New York University, New York, NY

B.S. Molecular Biology, University of Utah, Salt Lake City, UT

B.A. English Literature, University of Utah, Salt Lake City, UT

CORE COMPETENCIES

- Leadership
- Program Management
- Project Management
- Risk Management
- Configuration Management

CREDENTIALS/CERTIFICATIONS

LEED AP, BD&C
ISI ENV SP

SUPPORT COMMITMENTS

Vice President of Coalescion, a non-profit committed to optimizing interactions involving international security cooperation. Coalescion works to strengthen the effectiveness and efficiency of global security programs as part of a global community of experts by enhancing the professional knowledge, skills and capabilities of security practitioners by supporting collaboration of global security policy experts and practitioners towards improving international security coordination, cooperation, and capacity building efforts/initiatives.

Lonnie’s executive, program and project management experience spans the public, private and non-profit sectors in transportation, environment energy, industrial, residential, and commercial practice areas. Her expertise includes engineering, planning and construction management, strategic planning, life cycle asset management, risk management and mitigation, at-risk construction, advocacy and education programs, policy development and implementation, and multi- media communications.

Coplen’s mega-project experience includes, most recently, strategic development and oversight of the governance documentation supporting the VTA’s BART Silicon Valley Phase II Extension’s ground-breaking Full-Funding Grant Application using the FTA’s first Expedited Project Deliver (EPD) program. In her capacity as the facilitator of the Project’s Program Executive Committee, Coplen supported executives and staff alike to vet and refine the Agency’s vision of innovation. Coplen previously served as Independent Engineering Consultant for NYS Metropolitan Transit Authority reporting directly to the MTA Board, and as Chief of Staff for the Chicago Transit Authority’s first capital improvement program.

EXPERIENCE

ARC ALTERNATIVE AND RENEWABLE CONSTRUCTION LLC (April 2015 – Present)

Founder and CEO

Founder and Principal of ARC Alternative and Renewable Construction LLC, a program and construction management company. ARC advances the science and practice of affordable, resilient, and rapidly renewable infrastructure. ARC focuses on energy efficient infrastructure, utility, and transportation infrastructure to support sustainable cities, emerging renewable and alternative technologies, distributed power and communications systems, ultra-high-performance buildings and communities, and sustainable agriculture.

VTA’s BART SILICON VALLEY PHASE II EXTENSION (November 2017 – March 2020)

Configuration Manager and Project Executive Committee Officer
Providing leadership support to a team of 60 professionals charged with program management, conceptual design development, engineering, program controls, and construction delivery of this multibillion-dollar capital improvement program. Lonnie’s contributions include development and implementation of the strategic approach that resulted in the program’s acceptance into

LONNIE COPLEN

CONFIGURATION MANAGER

the FTA's Expedited Project Delivery program, development and management of the change control process, development and implementation of the executive decision-making mechanism and follow-through monitoring systems, and incorporation of lessons-learned from the project team's combined experience into continuous improvement protocols to avoid known and less known pitfalls during project implementation.

MCKISSACK and MCKISSACK (2009 – 2015)

Special Projects Executive (May 2009 – May 2015)

Project Executive, Project Manager, Construction Manager

Construction Manager and Deputy Program Manager on the DASNY NY Rising Program, responsible for strategic program implementation, quality assurance, and reporting for this assignment involving retaining and supervising damage assessment inspectors on behalf of New York State. Damage assessments evaluated the extent of damages related to Super-storm Sandy, and ultimately substantiated property-owner eligibility for relief funding. Account Executive for McKissack's NYS Office of General Services and NYC School Construction Authority projects, supporting staff needs and providing financial reporting and client management. GC Construction Manager for the firm's hard dollar construction division, responsible for profit and loss and performance of trade contractors, in-house labor forces, project controls systems, and account reconciliation.

CARTER BURGESS / JACOBS ENGINEERING, New York, NY (May 2003 – May 2009)

MTA Independent Engineering Consultant, NY Metropolitan Transportation Authority (May 2003 – May 2009)

Project Manager

Project Manager on the MTA Independent Engineering Consultant team, responsible for monitoring various MTA infrastructure programs, including the multi-billion NYCT dollar Stations Renovation program and Infrastructure programs. Duties included reviewing budget, schedule, scope, quality, and safety performance of Agency projects, reporting to the MTA Board of Directors and the public, and advising executives and staff as to opportunities for improvement. Special reports include ROI review of various MTA Station renovation programs; agency-wide change order studies; errors and omissions audit of the 2nd Avenue Subway project, and review of NYCT stations programmatic resiliency measures.

URS / DAMES & MOORE GROUP, New York, NY (1996 – May 2002)

- Chicago Transit Authority (CTA), Capital Improvement Program, Chicago, IL., Chief of Staff and Manager of Policy and Planning/Manager of Environmental Affairs on CTA's first capital improvement program.
- Indiana Superfund Site, Elkhart, IN. Lead Investigator.
- Empire State Development Corp., Penn Station Project, New York, NY. Assistant Design Manager.
- NYC Department of Design and Construction, St. George Staten Island Ferry Terminal Reconstruction, New York, NY. HazMat Project Manager.
- NYC Department of Records/Information Systems (DORIS), New York, NY. Procurement Consultant.
- New York Airports (LaGuardia Airport, JFK International Airport, MacArthur Airport), NY, NY. Asbestos Inspector / Project Monitor.
- NYC Courthouse Buildings, New York, NY. Chief NYS asbestos inspector.
- American Broadcasting Company, New York, NY. Project Manager.
- Confidential Independent Power Producer, Power Plant Site Selection and Screening, Northeast U.S. Project Manager.
- Hampstead Group and SFX Broadcasting, Nationwide Contract. Project Manager.



Jeslin Varghese

Education

- Master of Science (MS), Construction Management, Texas A&M University, College Station, TX, 2007
- Bachelor of Technology (B.Tech), Civil Engineering, College of Engineering, Trivandrum, Kerala, India, 2003
- Diploma in Software Engineering, DNIIT– National Institute of Information Technology, Trivandrum, India, 2003

Professional Certifications

- International Well Building Institute : WELL Faculty (2020)
- U.S. Green Building Council: LEED Accredited Professional (LEED AP) (2006)
- Project Management Institute: Project Management Professional (PMP) (2008)
- International Well Building Institute : WELL Accredited Professional (WELL AP) (2016)
- Centre for Active Design: Fitwel Ambassador (2020)
- Toast Masters International: Competent Communicator (CL) (2019), Dynamic Leadership Path (2020)

Work Experience - Summary

- Metropolitan Transportation Authority of New York City
 - Director-Project Controls, MTA Construction & Development (2020 - present)
 - PMO Director, MTA Capital Construction (2019 - 2020)
 - Technical Director, MTA Capital Construction (2018 - 2019)
 - KPI Manager & Senior Project Controls Specialist, MTA Capital Construction (2015 - 2018)
- Green Building Research Institute (GBRI), New York
 - Director of Sustainability (2013 - present)
 - LEED Program Manager & Cost Controls (2011 - 2013)
- Weston Solutions, San Antonio, TX
 - LEED Program Manager (2009 - 2011)
 - Project Engineer and Cost Controls Specialist (2007 - 2009)
 - Associate Project Engineer (2006 - 2007)
- Flash Engineers & Developers, Bangalore, India
 - Site & Planning Engineer (2003 - 2005)

Professional Organizations

- United States Green Building Council, Washington D.C.: Education Partner (2013 - present),
- United Nations, New York City: Sustainable Development Goals Partner (2016 - present)
- American Institute of Architects, Washington D.C.: Education Provider (2010 - present)
- Cooper Union College of Engineering, New York City: Visiting Faculty (2019 - present)
- Bryant Park Toast Masters Club: Member and Board Member (2018 - present)
- The EAT Community: Advisory Board Member (2020-present)
- Applied Mindfulness: Advisory Board Member (2020-present)
- FEMI AINA NEW YORK: Advisory Board Member (2020-present)
- USGBC Long Island: Member (2020-present)
- Urban Green New York: Member (2018-present)
- USGBC Texas Chapter: Member (2007 - 2014)
- PMI: Member (2007 - present)
- AACE International (2020-present)

Civic Organizations

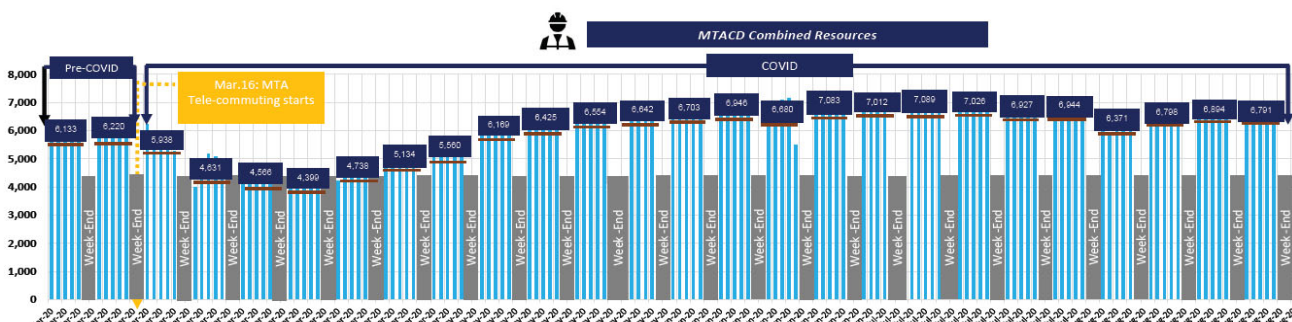
- Green Building Research Institute, New York: Co-Founder & President (2010 - present),
- i-Believe , Nevada (501c(3)): Founder & President (2012-present)
- Rotary Club of Metro New York City: Member and Board Member (2017 - present)
- Bollywood in the Hamptons, Gift of Water, New York: Organizing Committee, 2019
- Emerging Green Builders, Texas A&M University: Founding Member and former president (2007)
- Global Justice Student Body, Texas A&M University: Volunteer and Graduate Student Advisor (2006 - 07)

1

Work Experience - Sustainability & Project Controls (Metropolitan Transportation Authority of New York City)

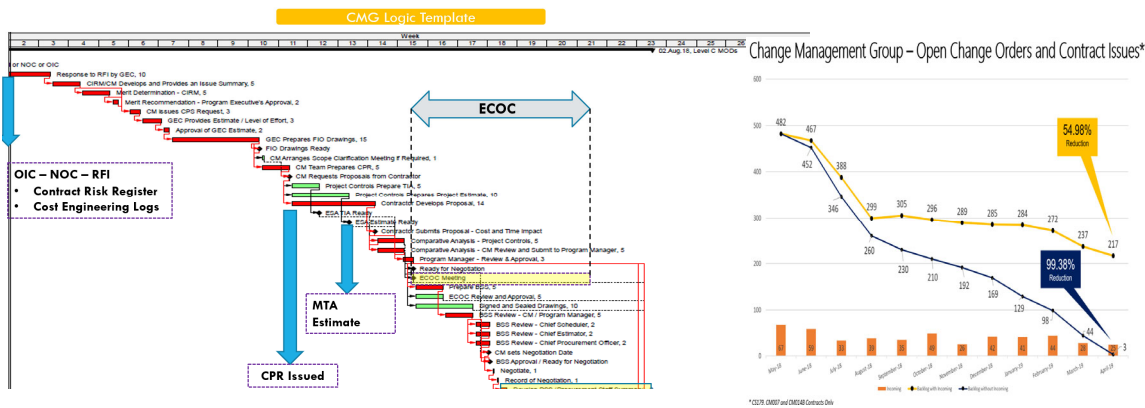
Project - MTA CD COVID Manhour Analysis (March 2020-Present)

- Daily COVID cases from the John Hopkins Database and daily manhour data from multiple MTA Delivery Units (New York City Transit Stations, Metro North Railroad, Long Island Railroad, NY City Buses, East Side Access, Penn Station East End Gateway, Signals and Trains, Bridges and Tunnels) is analyzed on a weekly basis since the lockdown in New York City to understand, analyze and report the impact from COVID-19 on the MTA workforce. Upon analysis, meaningful statistics are graphically prepared that highlight the variance showcasing pre-covid workforce, worst-hit weeks, and current trends. Reports are distributed to the CDO and other senior stakeholders to gauge the impact and make changes to mitigate the impact from COVID-19 on the workforce.



Change Management Group, East Side Access (2018 - 2019)

- Direct the newly created Change Management Group (CMG) to establish, maintain, track and coordinate critical issues and potential change orders ranging from \$20,000 - \$20 million within the \$11 billion East Side Access Program. Responsibilities include working with the Program Management Organization (PMO) analytics team to identify and track critical issues as they relate to individual contract milestones and incremental integrated systems testing (IST). Additional responsibilities include overseeing the development of CPM schedules developed using Primavera 6 to capture, manage, analyze and track critical issues from inception to resolution. The successful implementation of CMG’s strategies enabled the program to have a 99% reduction in change order backlog within a year.



Key Performance Indicator (KPI) Dashboards for multiple projects (2015 -

- Designed, prepared and monitored Key Performance Indicator (KPI) dashboards for multiple projects under the \$11 billion East Side Access program (listed below) and the \$40 billion MTACD Capital Program (listed below) on a monthly basis for project stakeholders. The KPI dashboards informed project and program stakeholders of the health of the project and provided valuable insights, trends and tools to effectively manage and optimize the performance of individual projects thereby saving millions of dollars. Cost and schedule data from several projects were gathered and analyzed to prepare KPIs that showcased the actuals against planned and projected the forecasts/trends based on current progress. KPIs including BCWP, BCWS, EV, EAC, PV, SPI, CPI, Milestone Variance Reports, & Man hour

MTACD Capital Program (April 2020 -

The MTA’s 2020-24 Capital Plan includes \$54.8 billion of investments towards upgrading stations, improving accessibility in new buses and train cars, modernizing signals on subway lines and commuter rail lines, building the region’s megaprojects, maintaining bridges & tunnels, and MTA’s other infrastructure in good working condition. 500+ projects are currently monitored and tracked by the

East Side Access Program (2015 - 2018)

East Side Access (\$11 billion) is one of the largest transportation infrastructure projects currently underway in the United States with a history that reaches back to the 1950’s. The project encompasses work in multiple locations in Manhattan, Queens and the Bronx and includes more than 11 miles of tunneling. East Side Access will serve approximately 162,000 customers a day, providing a faster and easier commute from Long Island and Queens to the east side of Manhattan in a new 8-track terminal

2

Work Experience - Sustainability & Green Buildings (Various)

Energy Simulation for LEED Projects (2008 - 2013)

- Created energy models using ASHRAE 90.1 as a guideline for several commercial green building and LEED Projects. Multiple simulations were run using Carrier Hourly Analysis Program (HAP) and eQuest to analyze & optimize energy efficiency strategies for energy savings up to 30% as compared to the ASHRAE baseline model.

List of projects

Building 2264 Revitalization, Fort Sam Houston, Texas - LEED Gold (\$35 million) - 2010 - 2011
 IMCOM Head Quarters Revitalization, Fort Sam Houston, Texas - LEED Gold (\$35 million) - 2010 - 2011
 Garrison Station Office Development, Denver, Colorado - LEED Gold (\$25 million) - 2009 - 2010
 BRAC Admin Building, Randolph Air Force Base, Texas - LEED Gold (\$25 million) - 2008 - 2009
 GSA Federal Courthouse, North Carolina (\$25 million) - 2012 - 2013



Green Building Consulting & Implementation

- Prepare and facilitate sustainability charrettes for building owners and users to create awareness and educate on energy & water conservation measures, waste management, recycling, and ambient indoor environment. Conduct ASHRAE level 1 walk-through and energy audits and prepare a road map for energy and water efficiency. Facilitate LEED workshops, perform calculations in support of LEED across multiple LEED categories. Incorporate and implement sustainability strategies in non-LEED green buildings.

List of projects

NCS Botanical Garden and Ecotourism Park, Hyderabad, India, (\$150 million) - 2008 - 2010
 Bank of America Plaza LEED O+M Assessment, San Antonio, Texas - 2009 - 2010
 Renaissance Building Plaza LEED EB Assessment, San Antonio, Texas - 2009
 Building 2264 Revitalization, Fort Sam Houston, Texas - LEED Gold (\$35 million) - 2010 - 2011
 IMCOM Head Quarters Revitalization, Fort Sam Houston, Texas - LEED Gold (\$35 million) - 2010 - 2011
 Garrison Station Office Development, Denver, Colorado - LEED Gold (\$25 million) - 2009 - 2010
 GSA Federal Courthouse, North Carolina (\$25 million) - 2012 - 2013
 Karnataka State Tourism Development Corporation (KSTDC) Interpretation Center, Bangalore, India
 British Aerospace Charity Challenge, Bangalore, India
 Residential Projects - Alfred Residence | Raman Residence | Whitefield Residence , Bangalore, India



3

Work Experience - Sustainability Education (Green Building Research

Sustainability, Green Buildings, LEED, & Wellness Education

- Designed, developed, and delivered several in-person and online technical courses, approved by American Institute of Architects (AIA) and U.S Green Building Council (USGBC) for Continued Education (CE) credits. These courses (listed below) have enhanced the skills of more than 50,000 green building professionals from around the world since 2010. Authored and published exam preparation materials for LEED Green Associate (LEED GA), LEED Accredited Professional for Building Design and Construction (BD+C), Operations and Maintenance (O+M), and WELL Accredited Professional (WELL AP). The exam prep courses have helped more than 10,000 professionals add a valuable credential thereby furthering their sustainability and engineering career. In addition designed, prepared and conducted LEED Project Experience sessions over 2 years to assist more than 700 Engineers and Architects

List of projects

Un-Coil International Symposium 2012, Energy Modeling: Harnessing Technology, Daylighting, Indoor Water Efficiency, Are You Ready for LEED v4, LEED Project Experience, LEED Project Implementation, Transforming our world: the 2030 Agenda for Sustainable Development, Wanderlust: Taking the Sustainable Route, Sustainable Olympics: A Gold Medal Winner, Bigger and Better: The New LEED v4, BIMagination: From 3D to 5D, Are you doing WELL, 21 Things You Should Know About LEED V4 and How Does it Affect You, LEED for Starters: A Contractor's Guide, Wellopedia: The ins and outs of the WELL Building Standard, Energy Usage & Demand Response: What you need to know, AIA COTE Top 10: Step Inside the 10 Best Green Buildings of 2015 & 2016. WELL AP Exam Preparation: Tips and Techniques, The Big 5: Tech Lions Competing within the Sustainability Territory, Howdy BREEAM, Welcome to America, All-Inclusive WELL AP Exam Prep, All-Inclusive LEED AP Exam Prep, All-Inclusive LEED Green Associate Exam Prep, Outdoor Water Efficiency &

Publications, Presentations & Lectures

1 Publications

Effects of the Implementation of Grey Water Reuse Systems on Construction Cost and Project Schedule (Texas A&M University, 2007 -Published Thesis)
Sustaining Education for Green Building Professionals (ED+C August 2012)
Going Green with the 179D Tax Deduction (Construction Executive August 2012)
Are you Ready for LEED v4 (HPAC Engineering June 2012)
Sustainability & LEED - The Contractor is in the Driver's seat (Sustainable Construction Summer 2012)
ROOTs of a Greener Home (Amazon, Barnes and Noble, Google Books 2015)

2 Presentations & Invited Talks

"Show Me the Numbers: KPI" Project Controls Expo, Nov 2020
"Change Management: A Lifecycle Approach" Mega Project Zone, Project Controls Expo, Nov 2020
"Are You Doing WELL?", Texas Green Network, 2018
"Transforming Our World:The 2030 Agenda", U.S Green Building Council Education Platform 2017
"Namaste LEED", USGBC Central Balcones Chapter, 2013
"Sustainability Around The World", Indian Institute of Architects, 2013 Trivandrum, India
"Sustainability & LEED", Vanitha Veedu, 2013 Cochin, India
"Are You Ready for LEED v4" Tri-State Area Contractor's Association - Joplin, Missouri 2012
"Why Businesses Go Green", I-Renew Bright Green Business conference 2011
"Utilizing and Controlling Daylighting for Green Buildings", Iowa Renewable Energy Association Expo 2011
"Energy Star for Green Buildings" & "Tax Incentives for Building Green", Iowa Renewable Energy Symposium 2011
"Sustainability for Universities", Texas A&M University International Conference on Sustainability, 2007
"The Elements of a Green Home" - San Antonio
"The Green Barcode Directory" -1 Million Cups, 2013, San Antonio, TX
Toastmasters Keynote - BPTM, 2019, New York City

3 Sustainability & LEED Lectures (2011 - present)

- Conducted in-person lectures at multiple universities across North America and India (listed below) to educate final year engineering and architecture students on sustainability as it pertains to the built environment. Through this program, more than 1,500 students were educated on sustainability, green buildings and LEED, and related career choices.

Cooper Union College of Engineering, New York City, NY
 University of Texas, San Antonio, Texas
 University of Incarnate World, San Antonio, Texas
 MARG Institute of Design and Architecture Swarnabhoomi (MIDAS), Chennai, India
 School of Architecture and Planning, Anna University, Chennai, India
 School of Architecture and Planning, K.R Mangalam University, Delhi, India
 Hindustan Institute of Technology & Science, Chennai India
 BMS College of Architecture, Bangalore, India
 SJB College of Architecture, Bangalore, India
 Sushant School of Art and Architecture, Haryana, India
 SRM Institute of Science and Technology, Chennai, India
 B. S. Abdur Rahman University, Chennai, India
 R.V College of Engineering, Bangalore, India
 Amrita Vishwa Vidyapeetham University, Coimbatore, India
 Sathyabama Institute of Science and Technology, Chennai, India

Charitable Projects

- Founded i-believe, a 501C(3) organization, in 2012 with a mission to create sustainable communities around the world through education, training, empowerment and partnering with individuals and organizations who believe in humanity. Currently i-believe has the following active projects:

Goodbye COVID-19, New York City - 2020

Making Higher Education Dream a Reality - 2016 - present

Transforming our World: The 2030 Agenda, New York City - 2015 - present

San Antonio Basura Bash, San Antonio, Texas - 2012

Moms Going Green, New York City - 2016 - present

Back to School, Kerala, India - 2017 - 2018

Good Morning Sunshine, Kerala, India - 2018 - present

Rise & Shine Nursery School Project, Malawi - 2018 - present

Rev. Fr. K.O. Thomas Memorial Scholarship, Kerala, India - 2017 - present

Mr. Sean O'Brien AIA, LEED AP BD+C has worked for over 16 years on numerous project types including K-12 educational facilities, commercial buildings and Federal structures both domestically and abroad. Mr. O'Brien provides project oversight, business operations, marketing and business development services to clients in Qatar and the MENA region.

Sean has served in key positions in the design, planning and construction industry with a focus on quality assurance and quality control, as well as project implementation. His project experience ranges in size from small renovations to large scale urban development projects up to \$4 billion U.S. Sean also specializes in sustainable design practices and has provided design services and construction services for numerous LEED certified projects. Sean promotes sustainable high-performance design and construction through his design research and solutions, speaking at seminars and as a volunteer member of the Green Building Councils in the US and Qatar. Sean is currently serving as a Board Member and as the Chairman of the Green Schools Committee of the US Green Building Council Upstate NY Chapter.

INTERNATIONAL GEOGRAPHIC EXPERIENCE

United Arab Emirates
State of Qatar
Kingdom of Saudi Arabia
Nigeria
Ethiopia

Bahrain
Iraq
South Korea
Malawi

FEDERAL EXPERIENCE - INTERNATIONAL

USACE Middle East District (MED), Royal Saudi Air Defense Force (RSADF) Thermal High-Altitude Air Defense, Multiple Sites, Saudi Arabia – Architect for the preparation of standard building designs, sit adapt the standard building design to each project site as applicable, prepare the site and infrastructure design and the preparation of the Design-Bid-Build (D-B-B) construction documents. Facilities include Grandstand and Fitness Field, Fuel Station and Attendant Booth, Fire Pump House, Wastewater Treatment Operations and Grey Water Storage Facility, Water Treatment and Pump Facility.

USACE Far East District (FED), Expeditionary Dining Facility, Camp Mujuk, South Korea – Architect for the preparation of a 15% Prometric Report upgrades in accordance with applicable UFC and Host Nation requirements for a new Expeditionary Dining Facility for US Marine exercises. Dining Facility is intended to serve 2100 marines. Managed client and end user goals to achieve a concept plan to support the client with future funding requests.

USACE Far East District (FED), Missile Maintenance Facility Upgrades, Kwangju Air Base, South Korea – Architect for the preparation and upgrade design drawings for an existing Missile Maintenance Facility. Design challenges addressed during the design development phase included upgrading the facility to meet current codes and fire protection requirements. Working closely with the client and end user to develop new interior layouts to achieve end user needs and life safety equipment space requirements.

Education

University of Kentucky,
College of Design
Bachelor of Architecture
Minor Degree – Studio Arts
Study Abroad – Venice, Italy

Registrations / Certifications

Registered Architect, New York State - 039678

Registered Architect, State of Qatar - 2635

US Green Building Council
LEED AP BD+C – 10327315

National Council
Architecture Registration
Boards (NCARB)- 90228

Affiliations

National Council
Architecture Registration
Boards (NCARB)

US Green Building Council
NY Chapter Green Schools
Committee – Chairman

AIA New York State Chapter
AIA Member – 30447441

Presentations

United Nations Climate
Change Conference, COP18
Doha, Qatar
*High Performance Schools
in the Digital Age*

GCC Infra Lighting Conf.
*Sustainable Lighting
Concepts to Enhance
Education Environments*

USGBC LEED for Construction
Management Workshop

Teaching Experience:

Cornell University - College of
AAP (Guest Lecturer and
Visiting Architecture Critic)

University of Kentucky,
College of Design
Teaching Assistant

Years of Experience:

18

Years with Tetra Tech:

15

USACE Far East District (FED), Vehicle Maintenance Facility (VMF) Upgrades, Kunsan Air Base, South Korea – Architect for the preparation and upgrade design drawings for an existing Vehicle Maintenance Facility. Attended In-country Design Charrette and facilitated design workshop to determine end user's needs and client's goals. Design challenges addressed during the design development phase included upgrading the facility to meet current codes and fire protection requirements. Working closely with the client and end user to develop new interior layouts to achieve end user needs tenant fit out requirements for future mission growth and adaptable workflow.

USACE FED, Dining Facility, Kunsan Air Base, Korea – Lead Sustainability Expert for the preparation of the GBI GPC eNotebook design documentation for contractor and government use and record. Providing sustainability design oversight for the design refresh of an original design completed by FED in-house in January 2014 for a new dining facility. The 2014 design is to be brought up to current applicable codes, references and regulations in addition to floor plan modifications. Responsibilities include performing QAQC reviews and verification that the facility design and associated sustainability documentation are in accordance with the Owner's Project Requirements and Basis of Design.

FMS Case A-29 Program Beddown, Kainji Air Base, Nigeria – Facility Coordinator for the preparation of complete design documentation for verification of existing conditions and investigation information necessary for design to include all requirements necessary for the successful solicitation, construction, and operation of the facilities necessary for the Beddown of 12 A-29 aircraft and munitions at Kainji Air Base. Project responsibilities include surveying existing facility conditions and reporting on necessary additions and renovations required to support the A-29 Program Beddown. Confirming all design disciplines have required information and are coordinated with each other as well as with the site infrastructure and civil and performing multi-disciplinary QAQC reviews of documents. Coordinate and manage schedule and budgets for multi-disciplinary design for multiple design packages. Participates in weekly client conference calls and leads weekly internal facilities calls. Facilities include a temporary simulator facility, small arms munition storage building, existing aircraft maintenance hangar renovations, flight operations annex and training facility, earth covered magazines, missile maintenance missile assembly facility, entry control point renovations, secure area access control point booths, temporary aircraft maintenance facility, aircraft parking sunshades, and aircraft ground equipment storage sunshade. To meet the requirements for 100% design within and construction in time for the first aircraft ferry, the project was fast tracked, with multiple site and facility packages.

US Air Force, Air Warfare Center, King Abdulaziz Air Base, Saudi Arabia – Facility Coordinator for the preparation of design/build (D/B) construction documents for construction of a new Air Warfare Center as part of the USAF's F-15 Fleet Modernization Program under a Foreign Military Sales (FMS) case. Project responsibilities include confirming all design disciplines have required information and are coordinated with each other as well as with the site infrastructure and civil and performing multi-disciplinary QAQC reviews of documents. Coordinate and manage schedule and budgets for multi-disciplinary design change orders during construction. Participates in weekly client conference calls and leads weekly internal facilities calls. Facilities include a squadron operations facility, access control facility, aircraft hangar maintenance facility, aircraft parking sunshades, aircraft ground equipment storage sunshade and fueling center, and utility buildings. To meet the requirement for 100% design within 12 months, the project was fast tracked, with multiple site and facility packages.

USACE Far East District (FED), AGE Maintenance and Parking Apron Upgrades, South Korea – Architect for the preparation of a 15% Parametric Report upgrades in accordance with applicable UFC and Host Nation requirements for this Foreign Military Sales (FMS) case. Facilities include a 13 bay AGE Equipment Maintenance Facility and aircraft parking apron expansion and upgrades. Provided design planning services to identify and prioritize recommended design and phased construction activities to support the design to demolish an existing AGE site and construct a new AGE facility. Facilitated a design charrette on site with project stakeholders to develop a 15% parametric design to meet programmatic and end user needs to accommodate the base's current and future missions over a period of at least 25 years.

US Air Force, Bed Down Site Surveys, Bahrain, Iraq and Qatar – Architect for assessment of existing conditions and development of bed down site survey plans to support F-16 aircraft at Isa AB, Bahrain and Balad AB, Iraq and F-15 aircraft at Al Udeid AB, Qatar. Work is being completed under a GSA OASIS contract vehicle. Responsibilities include assessing existing facilities, providing write-ups of existing facility conditions, and coordinating proposed new and renovation floor plans. Provide recommendations and priorities of renovations to existing facilities and required new facilities to ensure foreign air bases are ready for first ferry of aircraft to arrive in-country.

US Air Force, Khurais Electronic Warfare Range, Prince Sultan Air Base, Saudi Arabia – Facility Coordinator for the preparation of design/build (D/B) construction documents for construction of a new Electronic Warfare Range as part of the USAF's F-15 Fleet Modernization Program under an Foreign Military Sales (FMS) case. Project responsibilities include confirming all design disciplines have required information and are coordinated with each other as well as with the site infrastructure and civil and performing multi-disciplinary QA/QC reviews of documents. Coordinate and manage schedule and budgets for multi-disciplinary design change orders during construction. Participates in weekly client conference calls and leads weekly internal facilities calls. Facilities include a range operations facility, laborers quarters, access control facility, security facility, maintenance workshop facility, storage facilities, crew facility, mosque, control towers, and utility buildings. To meet the requirement for 100% design within 12 months, the project was fast tracked, with multiple site and facility packages.

USACE MED, MH-60R Jubail Naval Air Base Upgrades, Saudi Arabia – Architect for the preparation of design-bid-build (D-B-B) construction documents for the first phase of the air base upgrades in accordance with applicable UFC and Host Nation requirements for this Foreign Military Sales (FMS) case. Facilities include a 10 bay Maintenance Hangar, 2 bay Corrosion Control Facility, Squadron Operations Facility, Ready Alert Facility, Training Facility, Ground Support Facility, Calibration Laboratory, Ready Missile Storage Facility, Ammunition Storage Magazine, Fire Pump House and three Gate Houses / Entry Control Facilities with motorized drop-arm gates. Provided master planning services to identify and prioritize recommended design and construction activities to support the base's current and future mission over a period of at least 25 years. Facilitated a design charrette/site visit on site with MED representative, the RSNF, and US Navy stakeholders. Managed the preparation of architectural design-bid-build (D-B-B) construction documents for the first phase of the air base upgrades to accommodate 10 new aircraft and wing command in accordance with applicable UFC and Host Nation requirements.

INTERNATIONAL EXPERIENCE

USAID, Afghanistan Engineering Support Program – Herat International Airport, Herat, Afghanistan – Facility Coordinator for the preparation of design/bid/build (D/B/B) construction documents for construction of a new Commercial Aviation International Airport as part of the USAID's Afghanistan Engineering Support Program to support the Afghanistan Civil Aviation Authority. Project responsibilities include confirming all design disciplines have required information and are coordinated with each other as well as with the site infrastructure and civil and performing multi-disciplinary QA/QC reviews of documents. Coordinate and manage schedule and budgets for multi-disciplinary design packages through all phases. Participates in weekly client conference calls and leads weekly internal facilities calls. Facilities include a passenger terminal to accommodate 1.5 passenger annually, air traffic control tower and radar approach and control facility, aircraft rescue firefighting station, airfield lighting vault, access control facility, security watch towers and utility buildings. To meet the requirement for 100% design within 12 months, the project was fast tracked, with multiple site and facility packages.

USAID, Advancing Newborn Healthcare Systems – Neonatal Intensive Care Unit (NICU), Lusaka, Zambia – Architecture and Life Safety Quality Assurance Reviewer to perform architectural and Life Safety design ITR (independent technical review) on "60% and 90% design completion" set designed by selected A/E firm. Recommended modifications to design to include appropriate egress paths and proper locations for fire protection systems. Assisted designers with additional specifications and drawing detailing that was lacking from submitted document set. Assumed construction documents are prepared to meet United States Agency for International Development (USAID)/Zambia standards to develop a modern and functional NICU facility as part of its ANHS activity that is fully equipped. The proposed NICU will be a three-story structure

with 1,250 m² (~13,500 ft²) per floor, or a total of 3,750 m² (~40,500 ft²), to be constructed on an empty lot adjacent to the existing Women and Newborn Hospital (WNH) at the University Teaching Hospital (UTH) in Lusaka, Zambia. The new facility will provide doctors/nurses/hospital staff with the necessary physical environment to reduce neonatal mortality.

USAID, Malawi Secondary Education Expansion for Development project (SEED) – Senior Architect and Sustainable Building Expert to initiate architectural and green building design planning for three prototype school plans to be site adapted. In partnership with the Ministry of Education, Science and Technology (MoEST) of the Government of Malawi, USAID/Malawi is implementing the SEED project to address the lack of secondary school infrastructure and make secondary schools more accessible. An increase in physical infrastructure is an essential prerequisite to increased enrollment. This work is associated efficient space allocation and design economy, and green building design and construction including water and energy saving features that may serve as demonstrations for the community (e.g. rain water collection gardens, xeriscaping, open concept design, passive heating/cooling).

MCC – Georgia Compact II – Improving General Education Quality Project – Tbilisi, / Georgia; – Operations and Maintenance (O&M) Specialist - During jointly funded Millennium Challenge Corporation (MCC) and Government of Georgia (GoG) compact aimed at improving public school infrastructure in the Republic of Georgia, assisted MCC in the development of a National School O&M Plan for rehabilitated schools.

USAID, Jordan Improved Water Sector Management and Governance (IWSMG) – Senior Architect and Green Building Expert to initiate architectural and green building design planning and cost estimation for a new headquarters building for approximately 500 employees of the Yarmouk Water Company (YWC), a utility serving several cities in northern Jordan. This work is associated with the Performance Improvement Plan (PIP) developed by WMI in consultation with YWC and which is currently under implementation. YWC requires a new headquarters building to serve as the base from which to implement broad reaching reforms described in the PIP to make the utility commercially-oriented, efficient, and professional. The new building is to incorporate state-of-the-art practices in office building design including open work spaces encouraging collaboration and efficient work flow among departments, efficient space allocation and design economy, and green building design and construction including water and energy saving features that may serve as demonstrations for the community (e.g. graywater recycling, rain gardens, xeriscaping, open concept design, passive heating/cooling). Construction value estimated at \$13 million U.S.

USAID, Engineering Services Construction Oversight, Ethiopia – Project Manager. Oversaw the design for Off-Grid Solar Power and Diesel Generator electric power systems for 17 health clinics distributed throughout Ethiopia for remote location health care away from electricity grid. Design included a weather analysis, load and power system sizing analysis and cost-benefit analysis to determine optimal system performance for critical power needs.

USAID Engineering Services and Construction Oversight (ESCO), Ethiopia – Project Manager. Through ESCO Tetra Tech supports USAID's engineering needs across the Mission's activities. Support USAID's overall management of the health infrastructure program developing and monitoring project work plans, performance monitoring plans, schedules, and budgets; reporting to USAID; and assisting in management of environmental compliance for infrastructure projects. Helped USAID evaluate the options for water and electricity, investigating the use of solar technology to power health centers where connection to the electric grid may be cost prohibitive or complex to implement. In addition to these key services, provide other design services such as design reviews and value engineering studies. Construction value estimated at \$9 million U.S.

USIAD Ethiopia Health and Infrastructure Program, Addis Abba, Ethiopia – Project Manager. Successfully directed a design team of 37 design professionals, local in-country designers and Home Office designers, to develop a 5 story (B+G+3) urban National Blood Transfusion Center in Addis Ababa. Provided oversight and direction to local personnel and adhering to both international and local procedures, codes, precedents, standards, practices, and budget constraints based on typical constructions methods in-country. Lead design review workshops and meetings with USAID personal and local design teams and local surveyors. Construction value estimated at \$5 million U.S.

USIAD Ethiopia Health and Infrastructure Program, Addis Abba, Ethiopia – Program Manager. Successfully directed a local and Home Office design team of 18 design professionals to develop a Rural Health Center prototype for 92 rural sites around Ethiopia and the evaluation of 300 existing Health Centers requiring upgrades. Lead design review workshops and meetings with USAID personal and local design teams and local surveyors. Construction value estimated at \$62 million U.S.

Qatar University Students Housing Project (Phase 2, Part 1), Doha, Qatar – Project Manager. Responsible for the oversight of all office operations including design leadership, project implementation, schedules and budgets, client relations, marketing and business development for international operations in Qatar. Successfully negotiated client add service agreements and requested change orders. Qatar Students Housing Project is a registered USGBCI LEED 2009 for new construction Multiple Buildings and On-Campus Building project pursuing a LEED Silver certification, including 10 apartment buildings, 2 hostels, a state-of-the-art club house and recreation center, a central plant, administration building, maintenance building and associated parking and infrastructure. **USGBCI LEED Silver Certification in progress.** Construction value estimated at \$275 million U.S.

Qatar University Students Housing Project Water Efficient Landscape Design, Doha, Qatar – Project Manager Successfully designed a water efficient landscape habitat with native and adaptive plantations for the student residences to achieve a USGBC LEED credit and exemplary performance points. Qatar Students Housing Project is a registered USGBCI LEED 2009 for new construction Multiple Buildings and On-Campus Building project pursuing a LEED Silver certification, including 10 apartment buildings, 2 hostels, a state-of-the-art club house and recreation center, a central plant, administration building, maintenance building and associated parking and infrastructure. **USGBCI LEED Silver Certification in progress.** Landscape Construction value estimated at \$82 million U.S.

Qatar Civil Defense / Ras Laffan Emergency and Safety College, Ras Laffan, Qatar – Project Manager Manage and coordinate the design efforts of 125 design professionals working in the U.S. and abroad. Provide design leadership, project implementation oversight, manage schedules and fee budgets. Manage client relations and design reviews in-country. RLESC is a fire and emergency services training facility at Ras Laffan Industrial City (RLIC), designed to meet the needs for Qatar Petroleum (QP), Qatar Civil Defense, the State of Qatar, and the Middle East and North Africa (MENA) region. The Campus, 1km², includes an Academic Building Complex with on-site accommodations, Fire Station Control Tower, Central Physical Plant, Security buildings, and Sick Bay / First Aid Clinic, Safety Training Props. Qatar Civil Defense (QCD) Campus comprises of nine training props including "The City" (a commercial and residential community), Calamity Ville (a disaster training area simulating real life scenarios), the VIP Suite and covered bleachers at the Parade Grounds, two control centers, a substation, and associated infrastructure. Construction value estimated at \$150 million U.S.

Main Campus Building, Ras Laffan Emergency and Safety College, Qatar Petroleum, Ras Laffan, Qatar - In-country Architect for architectural design efforts for a new a new two-story, 39,624 SM complex that includes indoor and outdoor instructional components for the campus, including: classrooms, laboratories, offices, library, Mosque, teaching theater, dormitories and dining facility with full service kitchen. The building is designed to accommodate approximately 180 students per day with the total site occupancy at 350 persons including students, instructors, and support staff. Key design features of the Academic Building are: state of the art communications infrastructure, state of the art energy management systems, expansion capabilities for the college to grow in curriculum range and student enrollment, design of discreet building components linked by a series of courtyards that deliver natural light and outside access for all instructional spaces and a strong sense of campus community. The project is fast track with Design-Build delivery and requires coordination with numerous engineering consultants located in multiple countries.

Oqyana World First Island Project, Dubai, UAE – Design and Site Logistics Manager. Managed preconstruction reviews for architectural design package, landscape and civil design package, and facility management design package. Project Manager for interior fit-out design and construction of client's marketing showroom for Dubai World Island's properties. Oqyana World First is an urban development of 22 dredged islands, interconnected to form the countries of Australia and New Zealand of the World Islands Project, 5 km off the coast of Dubai. The islands consisted of 5 hotels, 3 multi-use high rise residential complexes, a ferry terminal, 210 beach villas and 98 floating villas. Design coordination review of design documents of architecture packages, interior design packages, and facility management packages, and operation logistics packages. Design Manager for client's marketing showroom. Construction value estimated at \$4 billion U.S.

FEDERAL EXPERIENCE - DOMESTIC

Powertrain III - Machining Facility - Corpus Christi Army Depot - VE Study – Architectural Lead

Provided Valuation Engineering (VE) study for construction of a new powertrain facility and central energy plant, which will house rotary wing aircraft component rebuild activities and infrastructure. Primary facilities include aircraft component maintenance facility with flexible manufacturing space to house component maintenance processes, administrative space, rest rooms, support space, a central energy plant. The central energy plant replaces the existing (factory-wide), boilers and chillers that provide heating and cooling and industrial steam for the machinery. Sustainability and energy enhancement measures were reviewed and maintained. The construction of the Building 8 replacement facility including the entire nine phases of the proposed 1,300,000-ft² facility to be constructed.

Santa Teresa Point of Entry Kennel Building, US Customs and Border Protection, Santa Teresa, NM – LEED AP

Managed post construction design reviews, LEED Online submission data and project deliverables to ensure they are in keeping with the federal government's efforts to reduce the consumption of energy and water. The project also included energy saving measures such as insulated glass, a photovoltaic field, improved lighting and the installation of energy efficient HVAC systems. **USGBCI LEED Gold Certified.** Construction value at \$11.1 million U.S.

Santa Teresa Point of Administration Building, US Customs and Border Protection, Santa Teresa, NM – LEED AP

Managed post construction design reviews, LEED Online submission data and project deliverables to ensure they are in keeping with the federal government's efforts to reduce the consumption of energy and water. The project also included energy saving measures such as insulated glass, a photovoltaic field, improved lighting and the installation of energy efficient HVAC systems. **USGBCI LEED Gold Certified.** Construction value at \$11.1 million U.S.

Santa Teresa Point of Exportation Building, US Customs and Border Protection, Santa Teresa, NM – LEED AP

Managed post construction design reviews, LEED Online submission data and project deliverables to ensure they are in keeping with the federal government's efforts to reduce the consumption of energy and water. The project also included energy saving measures such as insulated glass, a photovoltaic field, improved lighting and the installation of energy efficient HVAC systems. **USGBCI LEED Gold Certified.** Construction value at \$11.1 million U.S.

MDARNG Weide Army Aviation Support Facility, Aberdeen Proving Grounds, MD - Quality Control Manager.

Managed preconstruction design reviews and client relations for Design- Build contract. Conduct prep meetings for features of work prior to installation and visual inspections of work in place by verifying specification compliance and punch-list items. Manage schedule in accordance of all required testing, commissioning and close-out requirements of a 30,000sqft hangar addition for Blackhawk and Chinook Helicopters for the Maryland Air National Guard, including hangar space, operations office space, wash bay, mechanic shop spaces, new tarmac and runway. Conduct prep meetings for features of work prior to installation and visual inspections of work in place by verifying specification compliance and punch-list items. Manage schedule in accordance of all required testing, commissioning and close-out requirements. **USGBCI LEED Silver Certified.** Construction value estimated at \$18 million U.S.

Air Traffic Control Tower and RapCon Building, Dover AFB, DE - Quality Control / Design Manager.

Conducted prep meetings for features of work prior to installation and visual inspections of work in place by verifying specification compliance and punch-list items. Manage schedule in accordance of all required testing, commissioning and close-out requirements of a 10-story air traffic control tower and 13,000sqft radar approach and control operations management facility for the US Air Force mission Dover Air Force Base. Demolition of old air traffic control tower and relocation of tower cab to USAF Museum Dover Airfield. Construction value estimated at \$16 million U.S.

BUP and TBUP Barracks - Fort Gordon, GA - Design Manager. Managed preconstruction design reviews and client relations for Design- Build contract. Conduct prep meetings for features of work prior to installation and visual inspections of work in place by verifying specification compliance and punch-list items. Manage schedule in accordance of all required testing, commissioning and close-out requirements of major renovations to 15 barracks and 5 battalion halls. Pre-Construction technical review to verify all documents are in compliance with Request for Proposal (RFP) documents. Conduct design reviews with client prior to

Notice to Proceed (NTP). LEED Silver certification is currently in progress. Construction value estimated at \$36 million U.S.

Vehicle Maintenance Instructional Facility (VMIF) - Fort Benning, GA - Design Manager. Managed preconstruction design reviews and client relations for Design- Build contract. Manage schedule in accordance of all required testing, commissioning and close-out requirements of a 300-acre new development for tank maintenance instructional facility including 2 vehicle maintenance buildings, a classroom building and parking for 300 tanks and heavy equipment. Pre-Construction technical review to verify all documents are in compliance with Request for Proposal (RFP) documents. Conduct design reviews with client prior to Notice to Proceed (NTP). **USGBCI LEED Silver Certified.** Construction value estimated at \$78 million U.S.

K-12 SCHOOL EXPERIENCE

Ithaca High School, Ithaca Central School District, Ithaca, NY – Project Architect. Major renovations to incorporate secure entry, Main Office, and Student Services administration spaces. Provide all phases of design documents, field inspections and conduct design meetings for the client. Work with Project Manager to update and manage project schedule and fee budget. District Wide Construction value estimated at \$100 million U.S.

Stanford Gibson Primary School, Norwich City School District, Norwich, NY – Project Architect. Major renovations to Security Entry Vestibule and Lobby, as well as Kitchen and food storage. Provide all phases of design documents, field inspections and conduct design meetings for the client. Work with Project Manager to update and manage project schedule and fee budget. Construction value estimated at \$2.7 million U.S.

Oriskany Junior/Senior High School, Oriskany Central School District, Oriskany, NY – Project Architect
School wide renovations, and addition of Entry Vestibule for sporting events. Provide all phases of design documents, field inspections and conduct design meetings for the client. Work with Project Manager to update and manage project schedule and fee budget. Construction value estimated at \$5.9 million U.S.

N A Walbran Elementary School, Oriskany Central School District, Oriskany, NY – Project Architect
School wide renovations, and addition of Entry Vestibule for sporting events. Provide all phases of design documents, field inspections and conduct design meetings for the client. Work with Project Manager to update and manage project schedule and fee budget. Construction value estimated at \$5.9 million U.S.

Penfield High School, Penfield Central School District, Penfield, NY – Architectural Design Captain
25,000sf classroom addition, 60,000sf auditorium and music room addition and 245,000sf school wide renovations. Provide all phases of design documents, field inspections and conduct design meetings for the client. Work with Project Architect to update and manage project schedule Construction value estimated at \$68 million U.S.

US Army Cadet Corps Facility, Millersburg, KY – Designer. Design and construction document production oversight for a new 50,000sqft campus facility including an amphitheater, parade grounds, barracks, classrooms, science labs, shop space, cafeteria, chapel, library, aquatic center, gymnasium and athletic fields. Construction value estimated at \$20 million U.S.

HIGHER EDUCATION EXPERIENCE

School of Engineering, Cornell University, Ithaca, NY - Architecture Consultant. Provide a feasibility study of renovations to 54 toilet rooms and 86 high end laboratory spaces. Provide pre-design site inspections, budget and product estimating, and schematic design meetings with the client.

Day Hall, Cornell University, Ithaca, NY - Architecture Consultant. Provide a feasibility study of renovations to office suites. Provide pre-design site inspections, budget and product estimating, and schematic design meetings with the client.

DISASTER RELIEF MANAGEMENT EXPERIENCE

CARR FIRE PROJECT – CALIFORNIA - Project Manager. Organize and manage highly experienced teams to provide operational processes and procedures that must be in place for maximum reimbursement from the

Federal Emergency Management Agency (FEMA), as well as other state and federal funding agencies. In the aftermath of a disaster, every second counts. Tetra Tech successfully assists numerous communities, government agencies and private and public-sector clients in responding to major catastrophic events.

HURRICANE HARVEY – TEXAS - Project Manager. Organize and manage highly experienced teams to provide operational processes and procedures that must be in place for maximum reimbursement from the Federal Emergency Management Agency (FEMA), as well as other state and federal funding agencies. In the aftermath of a disaster, every second counts. Tetra Tech successfully assists numerous communities, government agencies and private and public-sector clients in responding to major catastrophic events.

HURRICANE MATTHEW – NORTH AND SOUTH CAROLINA - Project Manager. Organize and manage highly experienced teams to provide operational processes and procedures that must be in place for maximum reimbursement from the Federal Emergency Management Agency (FEMA), as well as other state and federal funding agencies. In the aftermath of a disaster, every second counts. Tetra Tech successfully assists numerous communities, government agencies and private and public-sector clients in responding to major catastrophic events.

TEACHING AND PRESENTATION EXPERIENCE

Cornell University, College of Art Architecture and Planning, Ithaca, NY – Guest Lecturer

LEED Exam Prep Course – 8-week class offered to undergraduate and graduate students. Student groups researched and analyzed each LEED credit according to structure of LEED Reference Manual and case studies. Weekly syllabus to review and discuss research presented by students. 100% pass rate of LEED Exam.

University of Kentucky, College of Design, Lexington, KY – Teaching Assistant Summer Design Studio

Assist professor with studio operations and organized weekly critiques for First Year architecture students.

Qatar University Students Housing Project (Phase 2, Part 1), Doha, Qatar – Project LEED AP

Initial and recurring LEED training to all 3,000+ site personnel, including construction managers, site engineers, foremen, gang leaders, laborers and multilingual translators, on the LEED construction phase credit requirements being pursued to achieve a minimum LEED Silver certification. Qatar Students Housing Project is a registered USGBC LEED 2009 for New Construction Multiple Buildings and On-Campus building project. **LEED Silver certification in progress.**

Qatar Green Building Council Green Infrastructure Summit, Doha, Qatar – Guest Speaker

High Performance Schools in the Digital Age. Presentation examined the theory, psychology and design of sustainable high-performance schools into the 21st century.

United Nations Climate Change Conference (UNCOP18), Doha, Qatar – Guest Speaker

High Performance Schools in the Digital Age for Qatar. Presentation examined Qatar's 2030 Vision and the state's proposal for 300 new schools. Presentation made the case that Qatar has a real need for sustainable high-performance schools in the extreme desert environment.

Gulf Cooperation Council (GCC) Infrastructure Lighting Conference, Doha, Qatar – Guest Speaker

Sustainable Lighting Concepts to Enhance Education Environments. Presentation examined the history of lighting in structures and the effects of manmade vs natural lighting on education environments. Student and teacher performance is enhanced when natural daylight is provided into a school environment.

USGBC LEED for Construction Management, Doha, Qatar – Certified Instructor. With the construction industry adapting LEED as the green building standard in more than 150 countries, it is imperative for construction professionals to master LEED requirements as it applies to their roles for a successful project. LEED for Construction Management is an all-inclusive LEED v3 & v4 training workshop to strategically provide building professionals training for project phases that span across the life cycle of a green building project.

USGBC LEED GA and LEED AP Exam Prep, Ithaca, NY – Certified Instructor. With the construction industry adapting LEED as the green building standard in more than 150 countries, it is imperative for building and design professionals to gain the guidance for the specific development / delivery process as it applies to their roles for a successful project.

Paulina Marinković

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917-600-1196

[LinkedIn](#)

Professional with 12 yrs. experience in strategic consulting, communications, sustainability, project management and research. Knowledge expertise in Climate Change, environmental management & strategic business negotiation. Harvard University (ALB) – Columbia University (M.S.) – Broadcast Journalism – EMBA

Core Competencies

Climate Change, strategy, project management & development, business, innovation, research, sustainability, negotiation & conflict resolution. Intra & inter-personal communication skills, team player/leader, problem solver, partnership-liaison builder. Excellent dexterity in writing, editing & communications.

Experience

Consolidated Edison – New York, NY 07/14 – 04/19

Business Development Steam Operations, Cross-functional

Strategic business & long-range planning for budgeting. Renegotiation of high-profile business contracts in partnership with the legal department. Development of the sales platform, steam technology marketing, scientific research. Analytics & qualitative analysis for monthly reports to brief Sr. management & the City. Live presentations at events for customers & partners. Leading the LEED district steam work in policy (liaison with USGBC & IDEA). Management of ORACLE RNT software, Lotinfo, CPMS, & data from public data banks. Acquisition of new partners.

Interdepartmental communication. Rollout of new programs & products via social media platforms, including representing Con Ed at networking and industry events to create or enhance the company's presence. Worked with classified information.

GlobalData LLC – New York, NY 03/14 – 07/14

Upstream Oil & Gas Data Forecast

Scientific research and data collection for upstream oil & gas industry in Latin America and the Caribbean. Development of strategic partnerships with private business and government agencies. Qualitative & quantitative data interpretation for the sales group. Work with the R&D group and translation of business documents into French & Spanish.

Samba Energy LLC – (Start-up) New York, NY 02/12 – 02/14

Sustainability Manager LEED Consultant / VP Sustainability:2013

Strategic partnership development, processing RFPs, grant applications, negotiating solar PV & wind deals, cash flow analysis and ROI quotes, obtaining company credentials (GSA, ENERGY STAR, and USGBC). Content writing and editing for the site and creating business presentations. Managing the implementation of clean energy and sustainability solutions into the real estate portfolio of clients (including Fortune 500 companies, Hertz, National stores, River2River, Hidrock Realty). Developing comprehensive sustainability plans and research.

Energy Solutions Forum (now Enerknol) – New York, NY 05/13 – 07/13

Business Consultant (2-month project)

Developed business presentations to deploy the first New York Energy Week, developed content for the event book & produced marketing material. Oversaw the planning and development of NYEW itself by assisting the CEO, acquired event sponsorships, investors & partnerships & attended all events to promote the event programs, products & services and increase community engagement.

Education

QUANTIC, New York, NY – Executive MBA TBC on July 2021

Game theory, blue ocean strategy, innovation, leading organizations, markets & economies, finance, strategy, business, data & decisions, marketing & pricing, advanced corporate level strategy, entrepreneurship.

Columbia University, New York, NY Masters in Sciences – Sustainability Management & Business 3.8 GPA 01/15 – 12/17

Climate change (UN SDGs & policies), corporate social responsibility (CSR), urbanization, business, macroeconomics, conservation & philanthropy, STATA, sustainability assessment, water & social impact.

Harvard University, Cambridge, Massachusetts Bachelor's Degree – Environmental Management Climate Change –Cum Laude Dean's list, 3.8 GPA 09/05 – 06/09

Environmental management, climate change sciences, environmental law, policy, risk assessment, life cycle assessment, creative writing, business management, natural resources assessment, risk & strategy.

NBC News/New York Film Academy, New York, NY Journalism – 1-year degree program–Trainee 09/09 – 05/10

Production, writing, news packages, scripts, broadcast rundowns, research, anchor, camera operation, editing.

Volunteer Work

Water Crises and Women in Latin America Forum (LEF) - Co-Chair. 03/10 – 07/10

Researching, preparing business proposals and presentations, drafting white papers to serve as liaison between Congress, NGOs, and businesses, developing a prospectus to attract public interest. Presenting at meeting in Washington DC.

USGBC Green Apple (Greening Schools programs NY State), Food Rescue Society, and The Set NYC Giveback

Additional Credentials & Specializations

Microsoft Office Suit, ORACLE (RNT), FCP, STATA, project management software

US Green Building Council (GBCI): LEED AP Operations & Management
(credentials up to date)

University of Aix-en-Provence, France – Institute for American Universities
Inter-intra personal Communications and Advanced French

Boston University/SFS Cairns, Australia – Summer intern program
Contributed to reforestation and ecological restoration projects while living in Cairns, Australia

Languages: English, French, Spanish

Nationality: USA, Chile

Associations: Harvard Club, SUMASA Columbia University, USGBC, FIAF



Katherine Copp Brown. MS Construction Management (NYU) LEED AP

Kcoppbro@sunyrockland.edu (631) 432 6526 38 Fourth Ave, Apt. LG, Nyack, NY 10960

ASSISTANT PROFESSOR OF GREEN BUILDING TECHNOLOGY

SUNY ROCKLAND COMMUNITY COLLEGE, September 2014 to present

Teaching courses in Sustainability, Society and the Environment, Environmental Pollution, Construction Management.

Member of Faculty Senate

Chair of Earth Day Committee and Sustainability Club Advisor

GPRO CERTIFIED INSTRUCTOR 2021

Member of Urban Green GPRO Construction Management Advisory Committee 2021

CONSTRUCTION MANAGEMENT EXPERIENCE

McKISSACK/TISHMAN/TURNER JOINT VENTURE, July 2011 to July 2014

World Trade Center, New York, Retail and Parking Pre Tenant Fit-Out and Rockaways Boardwalk Rebuild

Project Manager Sustainable Construction

Managing sustainable construction. Reviewed control technology submittals, monitored indoor air quality, collected green building materials and waste management data from subcontractors, for contractor compliance with World Trade Center Sustainable Design Guidelines. Reviewed all construction LEED documentation for LEED Gold.

DEBORAH BRADLEY CONSTRUCTION, NYC, Construction Manager and General Contractor. July 2005-May 2009

Office Engineer, LEED sub consultant for new construction of Multi-Tenant Industrial Building and NYPD Tow Pound and refurbishment of DCAS building in the Brooklyn Navy Yard. Achieved LEED Gold. Responsible for all construction submittals and collecting LEED paperwork required for submission to US Green Building Council.

Project Manager for Schools Construction Projects, supervised subcontractors in construction projects in NYC schools; science labs, low-voltage clock and speaker system, Flood Elimination waterproofing project. Subcontractors included electricians, carpenters, plumbers, masons and waterproofers.

NYIRN (New York Industrial Retention Network) 2004 Not for profit funded by NYC Mayor's office.

Project Manager for North Brooklyn Energy grant, evaluated applications, Successful projects included solar panels, co-generation installation and energy efficiency measures. Enabled manufacturers to reduce energy costs in their factories.

e4, Green Building Consultants, NYC 2005 Researcher

TEACHING EXPERIENCE

GPRO Fundamentals and Construction Management

Sanctuary for Families September 2014 and NYC Economic Development Council September 2013

STEVEN L. NEWMAN REAL ESTATE INSTITUTE , BARUCH COLLEGE, CITY UNIVERSITY OF NEW YORK,

CONTINUING AND PROFESSIONAL EDUCATION 2010- 2018

Construction Management, Sustainable Construction, LEED 2009 Commercial Interiors and LEED 2009 Existing Buildings Operations and Maintenance., Green Finance, Green Technology, Green Principles and Practice, Green Jobs, Construction Methods and Materials

LA GUARDIA COMMUNITY COLLEGE, CUNY 2011 to 2012

Construction Project Management

COOPER UNION FOR THE ADVANCEMENT OF SCIENCE AND ART, NYC, Fall 2008- 2010

Sustainable Construction Methods as part of a Certificate in Green Building

SOLAR ONE, NYC Green Energy Arts and Education Center, 2010 -2011

Developed, wrote curriculum and taught green carpentry for green jobs construction skills courses

NON-TRADITIONAL EMPLOYMENT FOR WOMEN, New York, 2003

Pre-apprenticeship training in construction skills, taught women carpentry, Supervised women on Habitat for Humanity construction site.

CONSTRUCTION SKILLS 2000 AFL-CIO, New York, 2003

Supervised pre-apprentices at Habitat for Humanity in the Bronx building affordable housing. Training for high school graduating seniors to prepare them to go into union apprenticeships.

BUILDING WORK FOR WOMEN, London, UK, 2000-2003 Workplace Supervisor

An innovative organization to address trade skills shortages. Funded by British and European governments. Supervised and supported women on construction sites which led to the successful outcome of employment of women and minorities.

WOMEN'S EDUCATION IN BUILDING, London, UK, 1999-2000 Carpentry Trade Trainer HAVERING COLLEGE OF FURTHER AND HIGHER EDUCATION (Community College) Essex, UK, 1994-1999 Construction Lecturer

EDUCATION AND TRAINING

GPRO Certified Instructor 2013

Masters of Science in Construction Management from New York University, 2006

Bachelor of Science with Honours in Building Surveying, South Bank University, London, UK., 1998

US Green Building Council LEED Accredited Professional, BD & C and Homes

Residential Photovoltaic System Installation and Maintenance Course, SUNY Farmingdale, September 2006.

University of London Institute City and Guilds Advanced Carpentry and Joinery Certificate, 1991

Teaching Certificate, University of London Institute of Education, Rachel McMillan College, London, UK, 1975

Mina Agarabi, PE, CEM, BCxP, CMVP

646-979-0509 mina@agarabiengineering.com



Agarabi Engineering, PLLC

Professional Experience

Agarabi Engineering, PLLC, New York, NY – Founder and Principal

September 2013 - Present

- Completed NYC LL87 reports including ASHRAE Level II energy audits and retro-commissioning- hotels, warehouses, MF
- Designed hydronic heating system replacement with install of new balancing valves on apartment convectors for a 9-unit multifamily building and a 3-story mixed use building (SRO and community center)
- Designed heating system replacement: 25-unit multifamily building with a central boiler providing steam to apartments, DHW via tankless coil and feeding a water-to-water heat exchanger in a commercial hydronic loop
- Energy engineering portion of the Integrated/Green Physical Needs Assessment for 20 HPD Year 15 buildings.
- Detailed recommendations for an ASHRAE level II audit of a mixed-use highrise, i.e., RCx of BMS, modulating gas burners, VFD-controlled AHUs, installation of economizers and a separate DHW system
- Cost Estimation of a 335,000 SF NYC office building HVAC conversion: district steam to gas-fired condensing boilers and absorption to electric chillers
- NYC WBE Subconsultant -- NYC Parks Dept. conducted LL87 reports for recreation, ice rink and aquatic center
- NYC DCAS WBE Subconsultant – 20 NYC K-12 Schools, LL87 site visits
- NYS WBE Subconsultant – NYS Parks Dept. awarded contract to upgrade DHW and Pool heating systems
- Technical Engineering Expert – contributed to NYC- One City Built to Last Technical Working Group
- Third-party reviewer of 4 Energy Procurement Contracts for a large housing authority
- NYCECC New Construction Cx of storage facilities, offices and multifamily buildings
- Conducted duct blaster and blower door testing for ENERGY STAR MFH and LEED certification

Hitachi Consulting, New York, NY – Senior Consultant

November 2012 - August 2013

- Audited 10 large hospitals (ASHRAE Level II) to improve energy efficiency, reduce water use and improve sustainability.
- Evaluated numerous energy-consuming technologies including steam-to-hot water heat exchangers, VAV HVAC systems, water-source heat pumps and rooftop HVAC units.
- O&M recommendations included cogged belts, ECM motors, high efficiency filters, airsealing and recalibration of HVAC control system sensors and actuators.

Steven Winter Associates, New York, NY – Mechanical Engineer

June 2009 - November 2012

- Analyzed building energy systems for over 100 residential and commercial buildings.
- Developed scopes of work and detailed ASHRAE II & III reports; estimated energy savings ranged from 8-20% per project.
- Conducted nine audits of multifamily buildings in accordance with DOE's WAP.
- Conducted blower door and duct leakage testing for multifamily high rise buildings for weatherization and NYSERDA MPP
- Executed field quality assurance and retro-commissioned ECMs implemented in 25 DOE WAP buildings.

Certifications and Licenses

Certified Passive House Designer – Passive House Institute – 2016** Building Cx Professional Certification, ASHRAE – 2012

Women-owned Business Enterprise (WBE) Certificate, NYC SBS, NYS DMWBD & PANJNY, Federal – 2015/2016

Certified Energy Manager (CEM), Certified Measurement and Verification Professional -Assoc. of Energy Engineers – 2009

Professional Mechanical Engineering License: NY- 2012 and CA – 2009

Technical Committees

ASHRAE Technical Committee 7.9 & Standard Project Committee 202 Cx, Chair & Secretary- Voting Member

Education

Master of Science in Biomechanics and Ergonomics, New York University - 2002

Bachelor of Science in Biomedical Engineering, Boston University – 2001



NYC, NYS & PANYNJ WBE certified

Training and Presentation Experience

Certification Training

- Multi-family Building Analyst, Building Performance Institute (AEA, 32BJ)
- Building Analyst, Building Performance Institute (AEA)
- CUNY Building Operations Training and review of curriculum developed
- NYC Accelerator Internship Program (CUNY Institute for Urban Systems Building Performance Lab, MOS, DEP- Project Planning & Energy Audit Overview (2019 to current))
- City Tech Brooklyn Adjunct Professor – Introduction to MEP for Architects, Fall 2017
- City Tech Brooklyn Adjunct Professor – Mech Systems FMGT 4850

Technical Training

- Building science, BEST Academy, Sustainable South Bronx
- Weatherization Assistance Program, American Recovery and Reinvestment Act
- Instructed a course in building science at BEST Academy of Sustainable South Bronx
 - How to use a psychrometric chart, basic thermodynamics, intro to HVAC systems

Conference Presentations

- ASHRAE
- USDOE Weatherization
- Urban Green- Emerging Professionals
- Council of New York Cooperatives
- GreenHome NYC
- Northeast Sustainable Energy Association
- CUNY Institute for Sustainable Cities



Mina Agarabi presenting at GreenHome NYC

Marissa Prizio

2525 Empire Drive, Richardson, TX
203-257-1297
mapprizio@gmail.com

EDUCATION

University of New Hampshire - Durham, NH
Pre-veterinary Medicine

Graduated: May 2019
GPA: 3.51

TECHNICAL SKILLS

- Sustainability Research and Course Development

RESEARCH EXPERIENCE

Student Undergraduate Research Fellowships – Durham, NH

June 2018 – April 2019

Evaluating Factors Related to Spay/Neuter Status at the Cochecho Valley Humane Society 2008-2018

- Organized data from animal shelter records and analyzed the results for insight into changes in spay and neuter rates
- Presented the results at the University of New Hampshire's Undergraduate Research Conference

The Bridgeport Regional Aqua Culture School – Bridgeport, CT

August 2014 – April 2015

Enhancing the Collagen Yield from Aurelia aurita Through Bio Encapsulated Highly Saturated Fatty Acid Feed

- Designed and presented an independent experiment on chemically extracting collagen from moon jellyfish

WORK & INTERNSHIP EXPERIENCE

Green Building Research Institute – New York, NY

August 2020 – Present

Senior Sustainability Research Associate

- Sustainability course research and develop article and AV courses
- Content development in PowerPoint
- Publish courses using AI technology

Compassionate Care Veterinary Clinic – Cumberland, RI

May 2019 – August 2020

Veterinary Technician

- Assisted in physical examinations and medical treatments
- Collected, labeled, and organized laboratory specimens for IDEXX
- Read fecal samples and ran blood tests on specimens tested in the clinic

University of New Hampshire – Durham, NH

August 2017 – May 2019

Residential Life Assistant

- Assisted first-year residents in acclimating to campus life by supporting an inclusive dorm atmosphere
- Managed incidents, composed incident reports, and mediated conflicts

Cooperative Real Education in Agricultural Management – Durham, NH

August 2018 – May 2019

Student

- Worked alongside other students as a team to provide dairy cattle with quality husbandry
- Helped foster a comfortable atmosphere for both the cattle and team

Broadview Animal Hospital – Rochester, NH

February 2018 – August 2018

Intern

- Viewed surgeries, forms of analysis, and other breeding services unique to reproductive care
- Learned about the laboratory tests used to determine the breeding status of animals in the reproductive unit
- Relayed messages to aid with staff communication in such a broad and busy environment

Beardsley Zoo – Bridgeport, CT

June 2016 – August 2016

Animal Care Intern

- Aided in the care and training of marsh and predatory animals including large cats, alligators, otters, and bald eagles
- Held otter feeding shows for the public to inform them about the animals and their behavior

Maritime Aquarium – Norwalk, CT

June 2016 – August 2016

Animal Care Intern

- Worked with reptiles and aquatic species, including marine mammals
- Completed regular water testing to ensure the animals' enclosures were being properly regulated
- Educated the public and aided in keeping a controlled environment during the transportation of large animals



Sreelekshmi.S.G

E Mail: drsreelekshmi27@gmail.com

Contact: + 91 9164215885, + 91 9072709982

CAREER PRE' CIS

- A committed person with almost 6.7 years of experience at leading institutions.
 - Able to work in a managerial role or as part of team and having the proven ability to successfully work to tight schedules and deadlines.
 - A Trained Digital Marketing Enthusiast and web designer, great learner and a good team player.
-

WORK EXPERIENCE

® **Education manager in GBRI (Green Building Research Institute), New York,US -November 2020- Present**

- Assist student registrations with live and on-demand webinars for GBRI
 - Continuing Education
 - Project Experience
 - Exam Preparations
- Responsible for reviewing and performing QA/QC GBRI sustainability courses before publishing on the LMS.
Additional responsibilities include:
- Check GBRI on-demand portal for Course review, user activity, and account expiry as necessary.
- Assist potential clients and existing customers through emails
- Assist with marketing and branding for GBRI :
 - *Involve in planning and execution of marketing strategies.*Monitor online presence of company's brand and engage with users, to get the perfect customer persona and to pitch potential customer. *Manage the email marketing strategy by re-targeting the potential customers to pitch profitable way.* Enhancing visibility of GBRI courses by optimizing SEO (inter-linking for keyword optimization for organic search results) and readability of pages.*Respond to email marketing campaign*Spearheaded campaigns and marketing on social media platforms including Facebook, LinkedIn, Instagram and Twitter and managing.

® **Assistant Professor in SCMS Institute of Management and Technology, SIBBR&D, Kochi-
July 2016 –March 2020**

- Conducting the subject lectures regularly, keeping an eye on the understanding of the students
- Carried out practical sessions and project work with explanation about the purpose of the experiment and the procedures that follow to seek results
- Carried out debate sessions in regular classes to help students to understand the subject better
- Arranged expert meets for students on a periodic basis to create an interest about
- Interviewing potential students.
- Conducting diagnostic assessment test.
- Involve course team meetings to monitor, review and evaluate relevant courses.
- Interviewing potential students.

® **Business development manager in GBRI (Green Building Research Institute), Bangalore,
India-November 2013-December 2015**

- Assist student registrations with live and on-demand webinars for GBRI
 - Continuing Education
 - Project Experience
 - Exam Preparations
- Assist students with taking classes, quizzes and reporting hours to GBCI
- Check GBRI on-demand portal for user activity, account expiry as necessary.
- Assist potential clients and existing customers through phone calls , online chats or emails
- Work with certification manager to issue certificates and report hours for AIA
- Assist with marketing and branding for GBRI :
 - *respond to email marketing campaign
 - *follow-up with potential clients
 - *analyse competition on a weekly basis
- Assist with sales for GBRI
- Analyse incomplete sales and follow-up

® **Lecturer (Botany) in Iqbal college, Thiruvananthapuram, Kerala University, India -1st June
2012 to 28th August 2013**

- Conducting lectures and preparing the material for graduate and undergraduate students
- Assessing student's course work and material.
- Involved in the setup of exams and the marking of results.
- Responsible for the departmental administrative tasks.
- Providing mentoring, advice and support to students on a personal level.
- Implementing University research projects and involved in its publication.

- Carrying out staff appraisals.
- Actively leading class discussions and encouraging debate.

® **Lecturer (Botany) in Iqbal college, Thiruvananthapuram, Kerala University India**
- July 2005 to October 2005

- Teaching students and involved in the research and designing of new courses and materials.
- Organized, implemented and monitored programmes and assessments.
- Was responsible for preparing learning material for courses and devising relevant practical activities.
- Involved in course team activities and curriculum development for students.

SCHOLASTICS

	Qualifications	University/ Board	Percentage	Grade
1.	PhD in Botany- (Sp: Biotech and biochemistry)	M.G.University (St.Theresa's college,Kochi,India)	Awarded	A+
2.	M.Phil. in Botany	Kerala(University College,TVPM,India)	90%	A+
3.	M.Sc. in Botany (Sp:Biotechnolo gy)	Kerala(University College,TVPM,India)	75%	A+
4.	B.Ed. in Natural Science	Kerala (S.N.college,TVPM,I ndia)	73%	A
5.	B.Sc. in Botany (Sub: Zoology +Chemistry)	Kerala, India	88%	A+

PROJECTS DONE

- **Effect of Peroxidase activity on metal tolerance of water hyacinth (*Eichhornia crassipes* Mart. - Pontederiaceae) from Chithrapuzha river of Ernakulum district. M.G.University. 2020**
 - Metal analysis study to investigate the metal uptake capacity of water hyacinth using such metals as: Lead (Pb) and Calcium (Ca). These metals were of analytical grade and used in the form of salts; Lead acetate and Calcium chloride.
 - Isolation and activity of Peroxidase (POX) from plant parts of metal treated *Eichornia crassipus* by Daniel (1999) method.
- **Antibacterial activity of aqueous extract of *Leucas aspera* L. M.G.University. 2019**

- Aqueous extraction of phytochemicals from *Leucas aspera*
- Evaluating the antibacterial effect of various parts of *Leucas aspera*
- LB broth (Himedia Laboratories, Mumbai) was used for culturing the test organisms.
- Pathogenic strains of Gram negative *Escherichia coli* (*E. coli*), *Klebsiella pneumonia* and *Proteus* bacteria were used for antimicrobial study.
- The bacteria were sub cultured overnight in LB broth which was further adjusted to obtain turbidity comparable to McFarland (0.5) standard when required.
- **Distribution of Peroxidase enzyme in *Lantana camara* L., M. G. University, 2018**
- Peroxidase enzyme was isolated and the total enzyme activity of the enzyme was studied from wild and garden grown *Lantana plant*.
- Isolation and Assay of Peroxidase
- The POD activity was compared between young leaves of both the wild and also the garden grown *Lantana camara* plant.
- **Phytochemical and Nutritional analysis of Horse gram seeds (*Dolichos biflorus* L), M.G.University, 2012**
- In vivo nutritional studies conducted to find the Protein Efficiency Ratio, Blood Parameters and Lipid profile.
- Characterize the Seed Proteins through Gel Electrophoresis (SDS PAGE).
- RAPD analysis of Horse gram Seeds and PCR analysis using Random Primers to trace the Genetic variations among the seeds.
- Isozyme analysis.
- Amino acid profiling and Mineral analysis was done.
- Isolation, estimation and Purification of Urease enzyme of the seeds.
- **Comparative Evaluation and Characterization of an Antilithic Herb *Dolichos biflorus* L., Kerala University, 2005**
- Morpho-Histometric and Bio molecular analysis carried out for studying the interrelationship between different strains of *Dolichos biflorus* L.
- Comparative morphometric features of seedling and mature plants, histological and isometric characters of stem, root and leaf, Estimation of bio molecules, photosynthetic pigments and qualitative detection of secondary metabolites of therapeutic significance revealed marked variations between the different strains studied.
- **Studies on the Phytochemical and antibacterial activities of *Clerodendron infortunatum* L., Kerala University, 2002.**
- Extraction of the active principles from leaves of *Clerodendron infortunatum* L.
- Resolution of the active principles using Thin Layer Chromatography.
- Detection of Fraction by fluorescence.
- Elution and Concentration of the fraction
- Preparation of Culture for the antimicrobial response of the fractions using disc sensitive test (pathogenic organisms used for the studies –*Escherichia coli* and *Pseudomonas aerogenosa*).

Publications

International

1. K.N. Sunil Kumar; K.G. Divya; M Senthil Kumar; SG Sreelekshmi; Hady M. El-Sheikh; Mohamed A. El-Sheikh; Abdullah Alghamdi; Bander Al-Munqedhi. 2020. On the Macro-micro-morphology of Organs of Host Invasion in Hemiparasite *Helicanthes elasticus* (Desv.) Danser. Saudi J. Biol. Sci. 10.1016/j.sjbs.2020.11.080.
2. Sreelekshmi S.G., Manoj, G.S., Bosco Lawrence & Murugan, K. 2017. Review of Ameliorative Potentials of Plant-Derived Phytochemicals against Arthritics. Nov Tech Arthritis Bone Res, 1(2): NTAB.MS.ID.555558. May Vol 1(2), 1-6.
3. Sreelekshmi, S.G., Avita, Sr. & Murugan, K. 2011. Effect of Horse Gram (L.) on the Growth, Hematological Parameters, Biomolecular and Lipid Profile in Albino Rats. ASIAN J. EXP. BIOL. SCI. Vol 2(4), 589-594. 589- 589-594594
4. Harish, S.R., Sunukumar, S.S., Manoj, G.S., Remya Krishnan, Sreelekshmi, S.G. And Murugan, K. 2011. Potential of wild food species of Paniya tribes of Kerala as a source of dietary antioxidants. IGRL. Indo-Global Research Journal of Pharmaceutical Sciences. Vol. 1 (2), 32-36.
5. Sunukumar, S.S., Harish, S.R., Manoj, G.S., Sree Lekshmi, S.G., Remya Krishnan & Murugan K. 2011. Reactive oxygen species metabolism in *Amaranthus tricolor* L. and *Phaseolus vulgaris* L. under NaCl stress. IGRL. Indo-global research journal of pharmaceutical sciences. Vol. 1 (3), 110-114.
6. Sunukumar, S.S., Harish, S.R., Manoj, G.S., Sreelekshmi, S.G., Remya Krishnan, Lubaina, A.S and Murugan, K. 2011. Ameliorative effect by calcium on NaCl salinity stress related to reactive oxygen species metabolism in *Amaranthus tricolor* L. Journal of Research in Biology. Vol 1 (6). 411-418.
7. Sumayya SS, Sreelekshmi SG, Murugan K. 2018. Nutraceutical value added sea weed - *Gracilaria corticata* var. *cylindrica* from thoothukudi. International Journal of Complementary & Alternative Medicine. Volume 11 (2). 96-100

Paper Presentations

National

1. Effect of horse gram (*Dolichos biflorus* L.) on the growth, hematological parameters, biomolecules and lipid profile in albino rats. International symposium on genomics of crops, medicinal plants and microbes. University of Kerala, Karyavattom, May 2011.
2. Evaluation of primary and secondary metabolites among the morphoforms of *Dolichos biflorus* L. National Biodiversity Congress, Trivandrum. February 2017
3. Morphometric and genetic polymorphism of *Dolichos biflorus* Linn. morphoforms: a search. 4th Indian Biodiversity congress, Pondicherry University, Pondicherry. March 2017.
4. Amino Acid and Gaba Composition of the Seeds of Different Seed Morphoforms of *Dolichos biflorus* . . National Seminar on Insights into the Interdisciplinary

Perspectives of Chemical and Bio Sciences Government Arts College Thycaud, TVPM. April 2018.

5. Ameliorative Potentials of Plant-Derived Phytochemicals against Arthritis. National Seminar on Insights into the Interdisciplinary Perspectives of Chemical and Bio Sciences Government Arts College Thycaud, TVPM. April 2018.

International

1. Purification and biochemical characterisation of urease from Horse gram (*Dolichos biflorus* L.), International Biodiversity Congress, Derhadun, October 2018.
2. Dye yielding plants of Malabar region, Kerala: a case study. International Biodiversity Congress, Derhadun, October 2018.
3. Validation of safety and medicinal potentialities of anthocyanin from in vitro cultures of *Clerodendron infortunatum* Linn. International Biodiversity Congress, Derhadun, October 2018.

Certification

- **Certification in Digital Marketing, Social Media marketing and web designing**
National Skill Development Corporation, Kerala, India. 2020

ACHIEVEMENTS

- 6.7 years of experience in leading academic Institutions
- IELTS Score 7.0
- Doctoral degree
- Passed SET (State Eligibility Test)
- 6th Rank in M.Sc.
- 1st Rank in M.Phil.

References:

***Dr. K. Murukan, Professor, Government College, Ambalapuzha, Kerala, India. Ph.: +91 9447077895**

***Dr. Sethulekshmy, Deputy Director, SCMS Institute of Management and Technology, SIBBR&D, Kochi, Kerala, India. Ph.+91 9446373975**

***Dr.Nitha John, Assistant professor, SCMS Institute of Management and Technology, SIBBR&D, Kochi, Kerala, India. +91 9446533046**

***Dr. Raja Krishnan, Associate professor, King Saudi University, Saudi Arabia. +966598611334**

PERSONAL DOSSIER

Address : L024, DLF Newtown Heights, Eachamukku, Seaport Airport Road, Kakkanad, Kochi, 682037

Languages speaks: English, Hindi, Malayalam.

(Dr. SREELEKSHMI S G

Felicia Fuller

fefalawrence@gmail.com • 102 Cattle Drive George West, Tx 78022 • (830)200-5033

Experience

GBRI

Operations Manager *February 2013 – Present*

Duties include, but are not limited to:

- AIA and GBCI approval for GBRI Courses
- Personalization of GBRI Learning Management System (LMS)
- Responding to customer questions & requests via email, phone and online chat
- Managing customer accounts from time of purchase to time of renewal
- Troubleshooting customer accounts
- Monitoring and documenting completed sales, incomplete sales and refunds
- Email marketing
- Working with resellers and GBRI certified instructors
- Training and managing other customer service representatives
- Scheduling and conducting live webinars
- Course development - course review, curating content, course moderation, generating course certificates & badges

I-Believe

Compliance Director *November 2019 – Present*

Duties include, but are not limited to:

- Email marketing
- Ensuring we have all the proper paperwork filed
- Update website with project updates as needed

Haby's Alsatian Bakery

Sales Clerk *March 2008- August 2008*

Duties included:

- Answering customer questions about our products, services and current sales
- Taking orders over the phone and in person
- Working the front registers
- Keeping the front area clean
- Closing out registers and processing credit card transactions



Education

San Antonio College

May 2015

A.A.S Architectural Computer Aided Drafting and Design

- Intro to Business Investment
- Intro to Business Management
- Honor student - Fall and Spring semester of 2010 and 2012

Skills

- Microsoft Office
- Photoshop
- AutoCAD
- Google Sketchup
- Revit
- Skype
- GoToMeeting
- ISpring Suite
- Proper phone etiquette
- Fast learner
- Organized
- Willing to work hard
- Reliable
- Detail oriented
- Empathetic

References

Diane Wilson

361-318-1999

Kayla Gerstenberg

210-957-9923



Nandini Sharma

Assistant Marketing Manager & Marketing Consultant

Profile

Experienced Digital Marketing Manager with close to a decade of experience in the field, and has successfully executed a number of brand building and marketing campaigns throughout my career in SaaS industry.

SaaS enthusiast.

A specialist in the field of marketing, I am well-versed with technical know-how, and always stays on top of the latest trends in the digital world.

Experienced Marketing consultant with a history of creating marketing strategies for growing startups in education sector.

Avid writer with top publications including Business2community, Dev.to, etc.

Experienced in leading teams of marketing professionals to meet and exceed digital marketing goals.

When I am not busy in penning down out-of-the-box marketing ideas, I can be found channeling my creativity into art and craft activities.

Details

098886 35179

nandini.sharma64@gmail.com

Skills

Microsoft Office

Social Media Management

Google Analytics

Content Creation

SEO Copywriting

Industry Trends & Sales Forecasting

Email Marketing

PPC management

Online Marketing

Webmaster Tools

Google Tag Manager

Social Bookmarking and Networking

Social Networks

Digital Marketing

ORM (Online Reputation Management)

saas marketing

Hobbies

art & craft, Painting, cooking

Languages

English

Hindi

Employment History

Digital Marketing Consultant at GBRI, Chandigarh

May 2019 — Present

- Coordinating landing pages/lead generation pages development process at all stages - In-depth competitive analysis - Developing customized marketing strategy and its execution - On Page SEO

- In charge of Udemy course marketing content creation and communications

- Supervising content creation in the form of blogs, social media and website content. - Identifying new opportunities for client growth, implementing new ideas and innovations to improve each digital channel as well as customer account performance

Marketing Engineer & Outreach Coordinator at GBRI, Chandigarh

June 2014 — July 2016

- Develops and oversees digital marketing strategies to increase customer engagement and raise brand awareness.
- Develops and executes relevant and valuable content marketing strategies aimed at attracting customers.
- Managing and leading the SEO team.
- Create And Manage Online Ad Campaigns Or Pay Per Click Strategy Using Google Adwords
- Developing and maintaining a detailed project plan.
- Customer Relationship Management

- Setting Short term & Long term marketing goals for Email marketing & Social Media marketing

Marketing Engineer & Clients Relation Coordinator at TheExamprepper, Chandigarh

November 2015 — July 2016

Handling Search Engine Optimization, Email marketing, Social Media Marketing, Affiliate Marketing & other Digital Marketing Activities.

Managing various email campaigns, including the template designs, calls-to-action & content.

Setting Short term & Long term marketing goals for Email marketing & Social Media marketing.

Perform SEO Analysis And Recommendations In Coordination With Elements And Structure Of Websites And Web Pages

Customer Relationship Management

Creating coupon codes & New Product pages

Analytics & Reporting

Assistant Digital Marketing Manager at ProofHub, CHANDIGARH

January 2018 — Present

- SEO strategies development and execution - Competitive analysis - On-site audit performance - Tactical SEO initiatives management: on-site optimizations, keyword analysis, web content development, link-building
- Managed a teams of marketing professionals to ensure the success of marketing campaigns.
- Right from ideation to execution of various successful marketing campaign focusing company and employer's branding.
- Building a roadmap of experiments and initiatives to drive organic traffic, signups, and revenue and measure the impact of these initiatives, also preparing and managing quarterly budgets for SEO.
- Work with in-house web dev teams to implement technical SEO fixes and updates.
- Monitor Google webmaster tools on a regular basis to check site's overall health which includes checking for not found pages, duplicate pages, structured data issues & other errors on the site. Also, use this tool to monitor search queries which brings highest number of clicks on the site and take necessary actions.
- Monitoring Competitors on a regular basis & reporting findings and adopting an agile mindset to change the strategy accordingly
- Creating technical audit reports on the site like duplicate pages, site's load time, site's crawlability issues to rule out search engine un-friendly issues on the site and getting them resolved for better indexing & crawling.
- Latest and effective On-page optimisation that includes meta tags, URL optimization, H- tags optimization, content addition & optimization, filter URLs re-writing, interlinking between the pages, canonical tag addition, alt tags addition, dynamic XML sitemap creation & robots.txt.

Links

[My Website](#)

[LinkedIn](#)

[Twitter](#)

- Executing Off Page Activities like inter back-linking across third party blogs (Free & Sponsored), removing poor performing backlinks, also creating strategy for Duckduckgo and Bing search engine to boost our keyword rankings.
- Reduced website bounce rate to 35-38%
- Designing of the social media posts and videos
- Organizing and participating in events for lead generation
- Content strategy and plan

Marketing Engineer at ProofHub, CHANDIGARH

August 2010 — December 2017

- Coordinated mailings, marketing materials, and website content.
- Experience with content management systems (Wordpress, ProofCMS and other customized CMS) and search engine optimisation, web analytics, and optimisation tools - Webmaster tools, Open Site Explorer, Alexa, etc.
- SEO implementation and best practices, including technical, on-page and off-page optimisation.
- Experience of project and task management tools,- ProofHub, Basecamp trello, Wrike etc
- A strong background in web accessibility, usability, and optimization
- Understanding of web technologies such as HTML5, CSS & JavaScript.
- Develops and implements digital marketing strategies.
- Track & analyze Sales for 1 website.
- Manage social media accounts for websites.
- Research new & creative marketing idea to boost our business.
- Provide customer support for 1 website.
- An enhanced knowledge of SEO, Digital Marketing, Social Media, link building, Wordpress, and online trends such as Apps, infographics, content curation, Local and Mobile .
- Worked alongside marketing specialists and graphic designers.

Education

Bachelor of Computer Science Engineering, Chandigarh Group Of Colleges, Landran, Mohali

June 2006 — May 2010

Master's in Informational Technology, Sus, Tangori, Landran, Mohali

June 2013 — May 2015

Internships

Internet marketing Trainee at Netsmartz, Mohali

January 2010 — June 2010



SHAFEEQ SALMAN

IT MANAGER

CAREER

IT MANAGER – Green Building Research Institute (GBRI) 2014 - Present
Responsible for creating and maintaining all GBRI websites, Learning Managing System, maintain and troubleshoot student accounts, customer tickets, etc. Additional responsibilities include server maintenance, IT compliance and managing IT sub-contractors for services.

SOFTWARE ENGINEER – Offshorent Solutions 2014 - 2017
Working as software engineer, Designed, implemented, maintained web content portals. Examined collected data for measuring site metric performance. Worked on improved web and mobile services.

WEB DEVELOPER – Phitany Business Solutions 2013 - 2014
Working as WordPress Developer, Assessing client’s requirements and implementing practical solutions to problems. Supporting and organizing my team in scheduling projects; while maintaining a high standard of customer focus.

WEB DEVELOPER – Brounsho Solutions 2012 - 2013
Working as WordPress Developer, Assessing client’s requirements and implementing practical solutions to problems. Supporting and organizing my team in scheduling projects; while maintaining a high standard of customer focus.

SKILLS

IT Technology



Scheduling upgrades



Equipment control



Supervising staff



Giving advice




Infrastructure





PROFESSIONAL SUMMARY

Dynamic and strategic thinker, adept at developing and implementing cutting-edge information technology solutions for a wide variety of business functions, including project management, resource distribution, and process development. Adept at troubleshooting information systems and providing quality assurance and IT support. Strong leader with exceptional communication and team-building skills with experience training and managing a team of IT professionals in a large office setting.

CONTACT ME

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REFERENCES

Available on request

EDUCATION

2009 - 2011 BSc IT Calicut University

2007 - 2008 +2 Computer Science GHSS Kunnakkavu

2006 SSLC GHSS Kunnakkavu



EDUCATION

B.A. Liberal Arts and Sciences, DePaul University

M.A. Interdisciplinary Arts, Columbia College, Chicago

CORE COMPETENCIES

- Content Creation and Curation
- Digital Marketing
- Marketing Analytics and Backend Management

Samy is an award-winning art director with over 10 years of digital marketing experience. In forging a career as a multidisciplinary artist with Bonelang LLC, Samy honed his digital marketing skillset running full-service cross-platform campaigns spanning from content creation to backend analytic management. These campaigns resulted in over 4 million views and impressions across all major DSPs and social media platforms with high engagement percentages. From conceptualization, to directing, to editing, to curation, to marketing, to backend development, Samy is a one-man full service creative house. He has ample technical writing experience and is a published creative writer in a number of genres. His experience with ARC has positioned him kindly at a unique crossroads of technical and creative prowess where he is free to exercise all sides of his talents to their fullest extent.

EXPERIENCE

ARC ALTERNATIVE AND RENEWABLE CONSTRUCTION LLC

Marketing Manager

- Content creation and curation
- Backend analytics management and collection
- Digital marketing management and implementation
- Motion graphics and graphic design
- Recruitment and staffing duties
- SOQ development and management
- Proposal coordination and development

BONELANG LLC

Art Director/Marketing Lead

- Wrote, produced, and published all audio content
- Wrote, produced, and published all video and visual content
- Managed and maintain online retail store
- Managed and direct all film sets of crews up to 30 people at a time.
- performances, scheduling, and costing
- Managed, negotiated, and maintained all contracts; publishing, licensing, performance, and retail.
- Web development
- Graphic and motion graphic design
- Managed and maintained all social media platforms
- Google analytics and AdWords campaign management
- Facebook Ads Manager campaign management
- Managed and maintained all relationships between label, publishers, and executives in partnerships.



SAMY SABH

Marketing Manager

KEY WEST METAL INDUSTRIES

Project Manager

- Scheduling and cost estimating
- Invoicing
- Inventory upkeep and maintaining lines of communication with suppliers
- Compiled, drafted, and wrote bids and proposals sent out to potential clientele

MCHUGH CONSTRUCTION

Quality Control Assistant

- Managed and maintained on-site quality control lab for all concrete samples on the 31st St. Harbor project
- Provided direct assistance to the Quality Control Manager in the digital maintenance and upkeep of said lab
- Served as an assistant to the surveyor of said project prior to concrete pours

ANGELA MA

BUSINESS MANAGER



EDUCATION

B.A. Business and Management, Renmin University of China, Beijing, China

CORE COMPETENCIES

- Performance Management
- Project Management
- Technical Management

CREDENTIALS/CERTIFICATIONS

Microsoft Office Specialist Expert in Excel
Microsoft Office Specialist in Word, Excel, PowerPoint, Outlook

Angela's executive, administration management experience supports overseeing business operations across departments. Her expertise includes design work schedule, organize and implement procedures, resolve employee and client issues, work with outside vendors, and maintain business relationships.

EXPERIENCE

ARC ALTERNATIVE AND RENEWABLE CONSTRUCTION LLC (November 2020 – Present)

Business Manager

Work on planning and monitoring system, prepare reports for management, make sure human resources requirements are met, ensure client invoicing and employee timekeeping are time, coordinate between different business units and interface with accounting and book-keeping.

51 Record Store (June 2018 – Present)

Founder and Store owner

Founder and owner of 51 Record, which is a second-hand vinyl record store located in Lower East Side of New York. Accomplish organization goals by accepting ownership for new and different requests, explore new opportunities to add value to the business. Ensure workers have the resources to complete their work.

First Technology LLC (March 2016 – March 2020)

Business Manager

Oversee the daily activities, ensure the company is on track to meet its financial goals, build and maintain relationship with clients and suppliers.

Poetry Records LLC (September 2012 – January 2016)

Stage Department Manager

Communicate with other departments, Develop and implement department budgets. Hire, train and evaluate intern. Poetry Records is company focuses on stage performing and musical between US and China base in Beijing and Boston.



HELEN CARY

DOCUMENT CONTROL SPECIALIST



EDUCATION

Mission College – Quality Management

CORE COMPETENCIES

- Document and Record Control
- Quality Assurance
- Leadership

CREDENTIALS/CERTIFICATIONS

Leadership
Business Writing

SOFTWARE

Microsoft Office Suite
SharePoint (Power User/Site Owner)
Compliance Quest (EQMS)
Adobe Acrobat Professional

Helen has over 40 years’ experience in Quality and Document Control. She provided development and support in implementing the BART to San Jose Phase II Extension document control system, a SharePoint-based platform that enables rapid collaboration.

Her career spans the professional and industrial sector. Her experience with quality management requirements of fabrication facilities gives her keen insight into the importance of detailed record-keeping, inspection monitoring, and quality management reporting.

Helen is responsible for establishing and monitoring the maintenance of ARC’s internal ISO certifications.

EXPERIENCE

ARC ALTERNATIVE AND RENEWABLE CONSTRUCTION LLC (October 2019 – Present)

Quality and Document Control Specialist (April 2020 – Present)

- Wrote ARC’s Quality Manual and many of the Quality Management supporting documentation in compliance to ISO 9001
- Organize and maintain Document Control, Marketing, Bids and Proposals, Research and Development, and Administration libraries in SharePoint
- Created training documentation for employees in the navigation of SharePoint and the use of Outlook and Word
- Developed templates for ARC policies and procedures
- Helped write the ARC Employee Handbook
- Investigate and document public sector opportunities for ARC
- Wrote the *Emergency COVID-19 Procedure* in accordance with Cal/OSHA regulations
- Wrote instructions for navigating the ARC SharePoint Site and trained users

Document Control Specialist on BART to San Jose Phase II Extension (October 2019 – March 2020)

- Carries out day to day Document Control tasks for Client such as reviewing documents for correct formatting, updating SharePoint lists including contacts, submitting request for removing names from SharePoint licenses.
- Reviews and makes recommendations for regulations and codes, acronyms, and definitions lists.
- Reviewed SharePoint “views” and made recommendations for improvements. Wrote numerous, detailed instruction documents for Client related tasks and SharePoint instructions.



HELEN CARY

DOCUMENT CONTROL SPECIALIST

- Developed numerous Document Control procedure documents, including Annual Document Review, Public Records Request, Revision and Status Coding.
- Wrote instructions for navigating the ARC SharePoint Site and trained users.

Lin Engineering (September 2017 – October 2018)

Document Control Specialist

- Reviewed and analyzed various Enterprise Document Management Systems and helped company choose Compliance Quest (CQ).
- Prepared documents for uploading to CQ by renumbering, reformatting, reviewed, correcting, and updating.
- Updated Document and Data Control and Training and Notification procedure. Wrote various instructional documents for using CQ including “How to Create Training Sessions”, How to Search for Documents”, and “CQ Basics”.
- Worked with IT to link documents in CQ to Work Instructions in production.
- Trained existing and new employees and production trainers to “CQ Basics”, “Quality Orientation”, and “Counterfeit Parts Awareness”.
- As administrator, used CQ to maintain, process, and release controlled documents. Entered and maintained training records and notified uses of release of document and training requirements.
- Helped prepare for and host ISO9001/AS9100 and customer audits.

Micrel/Microchip Semiconductor (December 1996 – October 2016)

Document Control Supervisor

- Managed and Maintained Document Control for entire company with over 13,000 active documents in accordance with ISO 9001 requirements as well as SOX, ISO 14000 & ISO 16949.
- Maintained a paperless Document Control System without expensive Document Control Software, using MS Office Professional & Adobe Acrobat Professional.
- Reduced number of Document Control employees from 5 to 2 through continuous improvement and simplification of Document Control processes.
- Customized and Streamlined document approval requirements.
- Standardized document format.
- Created and Maintained two-year document review program.
- Helped achieve and maintain ISO 9001 certification.
- Worked with a team to create the “Run Card Generator” (RCG) using MS Access for creating and updating Fab run sheets.
- Collaborated with IT to create “AIDocuments Webpage” which is a web based, password-controlled program for suppliers to access Assembly Instructions, Mark Formats and Test Setup Instructions.
- Wrote all policies and procedures for Document Control.
- Designed training program for Document Control.
- Originated instructional PowerPoint presentations for internal customers on how to use Document Control templates and how to send documents for approval via Outlook.
- Responsible for ordering, maintaining, and notifying internal users of changes to Industry and Military Standards as well as ensuring that Document Control was in compliance.

Sierra Semiconductor (1988 – 1996)

Quality Assurance Supervisor

- Supervised all aspects of backend Quality Assurance including:
 - Test, Visual/Mechanical and Shipping Inspection
 - RMAs



HELEN CARY

DOCUMENT CONTROL SPECIALIST

- Worked with customers and suppliers on quality issues.
- Corrective and Preventative Action
- Quality Reports and Presentations to all levels of management
- Wrote all backend QA procedures
- Audits
- Created and held training seminars for various departments throughout company.
- Trained QA, Test Engineers, and Operators on Quality related processes.

Chelsea Vo – GBRI Voice Over Artist and Course Narrator

Chelsea Vo is a voice over artist from Ontario Canada! Chelsea have always had a passion for learning and have worked in many industries in my past, including retail management, live show production and event management, live and recorded video game content creation, sales in the defense industry and financial services to name a few. Chelsea’s combined experience has allowed her to be flexible and versatile in the work she does.

Languages

- English - Fluent
- French (Français) – Basic

Skills

- Voiceover Artist
- Voiceover Character Voices
- Voiceover Talent
- Voice Actor
- Commercials
- Customer Service

Education

- Other - Show Production And Event Management, Metalworks Institute, Canada, Graduated 2010

Certifications

- Show Production And Event Management Diploma
- Metalworks Institute 2010

Sally Beth – GBRI Voice Over Artist and Course Narrator

Sally Beth is a voice over artist from United Kingdom! Sally describes herself as “I am an English woman with a quintessential English accent and I offer voiceover work of all kinds”. Sally offers voice overs for GBRI Case Study courses, radio podcasts, articles, GBRI course previews, commercial audiobook, telephone answer service, and documentaries.

Languages

- English - Fluent

Skills

- Voiceover Artist
- Voiceover Character Voices
- Voiceover Talent
- Voice Actor
- Commercials
- Customer Service

Education

- B.A. – English literature, Bristol University, United Kingdom, Graduated 1987