

## 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	Re-evaluate current education materials	Deliver On-Demand Training	Share Monthly Reports with EERMC	
	Develop Materials - Spanish	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			
	Engage Marketing			

## ATTACHMENT B



## ATTACHMENT C

### Attachment C. GBRI Project Responsibility Matrix

Phase	Area of Concentration	Related Tasks	Michael Kaleda	Peter G. Martin	Jeslin Varghese	Mina Agarabi	Paulina Marinkovic	Sean O'Brien	Marissa Prizio	Sreelekshmi S	Simran Mishra	Shafeeq Salman	Felicia Fuller	Sylett
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	
		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 current materials	x	x	x	x	x	x	x			x		
		Create Modules in Spanish					x							
		Propose outline for EERMC stakeholder review			x	x	x	x						
		Develop new training materials including "train the trainer" modules			x	x	x	x						
		Procure NEED demonstration materials											x	
		Review newly created materials	x	x	x	x	x	x	x			x		
	Marketing and Outreach	Prepare marketing materials							x	x	x	x		
		Prepare event schedule, event pages on social media							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	
		Host free webinar to promote events							x	x	x	x		
Phase 2 - Training	Training	Deliver in-person training			x	x	x	x	x					
		Deliver online live training			x	x	x	x	x					
		Voice Recording for on-demand courses			x	x	x	x	x				x	
		Produce on-demand video											x	
		Publish on-demand video			x						x	x		
		Create on-demand access accounts									x	x		
		Create certificates and Quizzes									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		
		Online graduation ceremony	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





## ATTACHMENT E

## **Michael J. Kaleda, PE**

51-02 Redfield Street, Douglaston, NY 11362  
[Michael.Kaleda.PE@gmail.com](mailto: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 3<sup>rd</sup> 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.



# 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

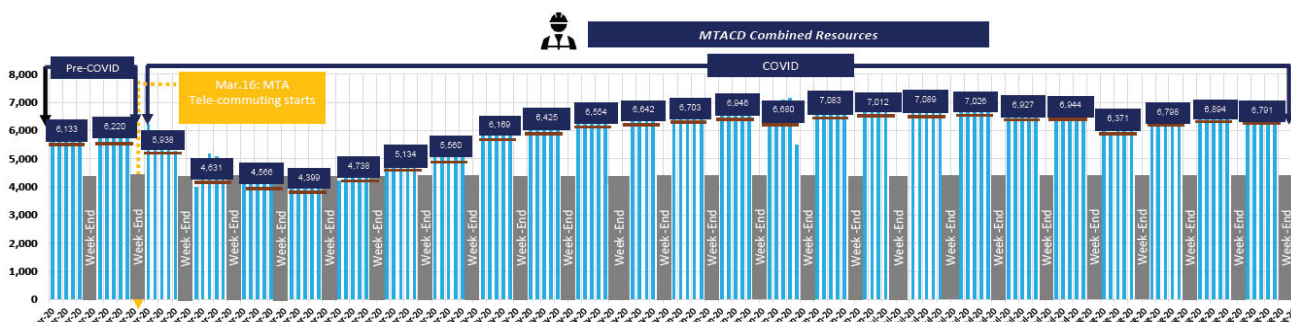
- Green Building Research Institute, New York: Co-Founder & President (2010 - present),
- i-Believe , Nevada (501c(3)): Founder & President (2012-present)
- Rotary Club of Metro New York City: Member and Board Member (2017 - present)
- Bollywood in the Hamptons, Gift of Water, New York: Organizing Committee, 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)

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

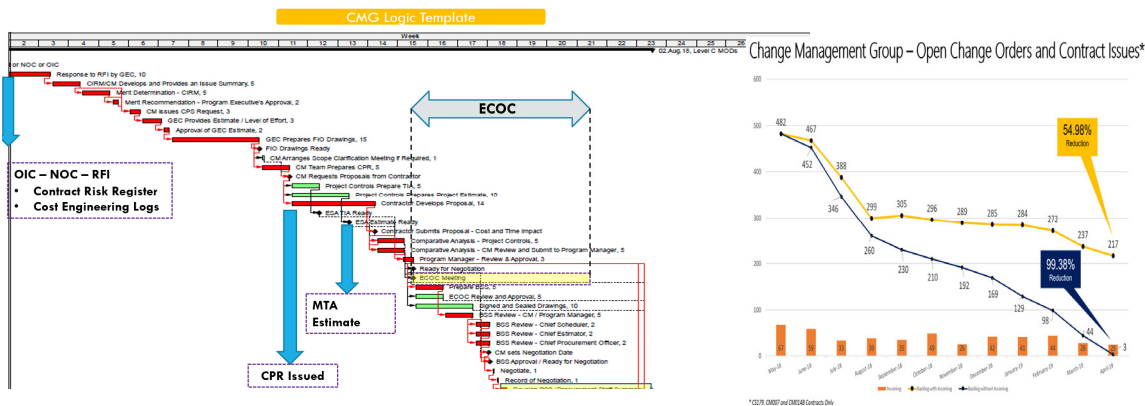
### Project - MTA CD COVID Manhour Analysis (March 2020-Present)

- 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 -

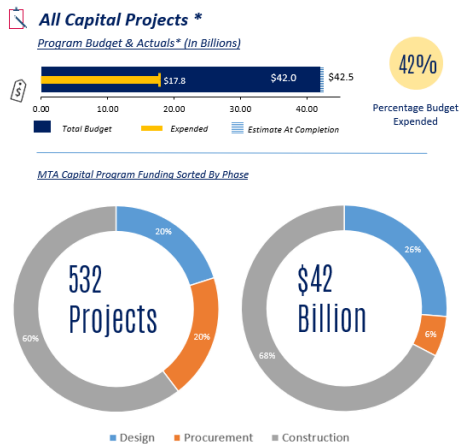
- Designed, prepared and monitored Key Performance Indicator (KPI) dashboards for multiple projects under the \$11 billion East Side Access program (listed below) and the \$40 billion MTACD Capital Program (listed below) on a monthly basis for project stakeholders. The KPI dashboards informed project 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



### Delay & Time Impact Analysis (2015 - 2018)

- Analyze Contractor's cost and resource loaded schedules (8000+ activities) built in Primavera 6 to prepare monthly progress reports, analyze milestones, longest paths, delays, cost curves and man-hour curves, and prepare variance reports. Prepare more than 50 Time Impact Analysis (TIA) reports on field changes and owner initiated changes on various projects (listed below). Develop master schedules in MS Project for planning. Develop project scheduled in Suretrak to track and manage multiple projects for the U.S Air Force (Listed below).

### List of projects

CS179 Systems Package 1 – Facilities Systems (\$600 million) -2017 - 20

CM006 Manhattan North Structures (\$365 million) -2017

Grand Central Terminal (GCT) Concourse and Facilities Fit-Out CM014B (\$450 million) -2018 - 2019

NCS Botanical Garden and Ecotourism Park, Hyderabad, India, (\$150 million) - 2008 - 2010

Child Development Center, Offutt Air Force Base, Nebraska (\$15 million) -2006

U.S Air Force Commando Facilities at Gardez, Afghanistan (\$12.5 million) - 2007 - 2009

U.S Air Force Commando Facilities at Kandahar, Afghanistan (\$11 million) - 2007 - 2009

ATA ESA Systems Facilities Package 1 - Update #35 (DD: 02/01/2018) -				Layout: CS179 - Classic Sch		Filter: TASK filter: Float Path 1.		Time: 16-Feb-18 15:00		D:																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
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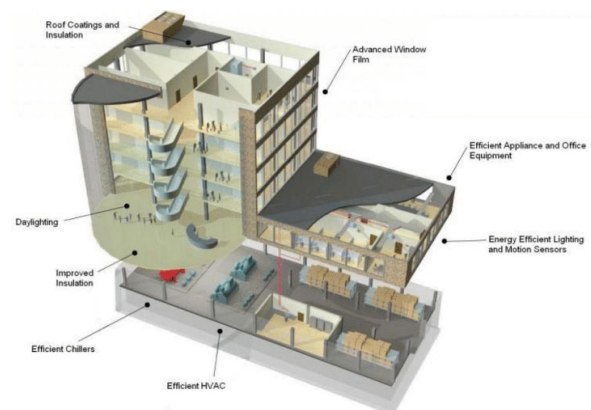
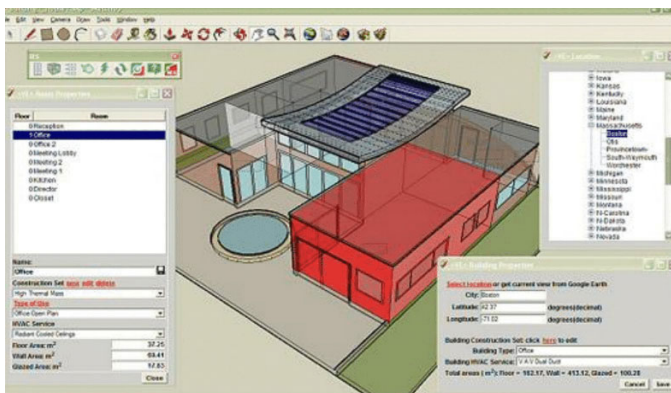
## Work Experience - Sustainability & Green Buildings (Various)

### 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



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### **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*

## PROFILE

Dedicated, goal-oriented, experienced professional leading empowerment programs aimed at strengthening vulnerable communities, both domestically and internationally, with a focus on community engagement and community relations. Strong leadership qualities with a demonstrated consistent track record of meeting established goals and objectives with a strong passion for self-growth. Highly skilled in working with people of diverse cultures and socio-economic backgrounds. Areas of expertise include:

Community Outreach & Engagement | Community Liaison | Community Consulting | Advocacy | Research  
Reporting | Interpersonal Communications | Relationship Management | Public Speaking  
International Development | Decision-Making | Problem-Solving | Fund-Raising  
Sales | Information Management | Spanish Proficiency

## TECHNICAL SKILLS

Microsoft Office Suite, CBC Coordination Portal, CHN Care Coordination Portal, Credible, Veeva

## PROFESSIONAL EXPERIENCE

GBRI, New York City

*An educational platform focused on green-building, clean energy, sustainability, workforce development*

2022-Present

### **Director of Community Outreach & Engagement**

- Build strategic relationships with organizations, companies and learning institutions.
- Target disadvantaged communities with the goal of empowering individuals to enter the Clean Energy/Green Building workforce.
- Increase GBRI's visibility both nationally and internationally.

PROTECT HER PATH, Homa Bay, Kenya

2018-Present

*A Non-Profit Start-Up created to protect and empower at-risk girls by eliminating barriers, i.e. girl marriage and exploitation, which prevent them from fulfilling their educational goals.*

### **International Development Consultant, Co-Founder, Vice-Chairman**

- Assisted in the creation and structuring of the organization, the Board of Directors, and its by-laws
- Co-facilitated the registration process of the organization in order to meet the requirements of the NGOs Coordination Board of the Kenyan government.

METRO VEIN CENTERS, New York City

2019-2020

*National vascular health organization focusing on improving the health conditions of vulnerable populations who suffer from venous and vascular conditions.*

### **Physician Liaison**

- Built relationships/referral streams between Vascular Surgeons in Metro Vein Centers' newly opened Manhattan facility and referring providers in Manhattan and it's surroundings boroughs
- Within a 6-month period prior to the March 2020 COVID closure, 40+ referral streams were established and the new facility's visibility in the Vascular Health sector increased steadily

INDIVIOR, INC., Richmond, Virginia

2018 – 2019

*Global specialty pharmaceutical company focusing on opioid use disorder treatment and mental health treatment with a focus on destigmatizing vulnerable populations.*

**Clinical Liaison – Queens, NYC Territory**

- Intensively trained on opioid use disorder and the product Sublocade, a monthly injectable aimed at treating and destigmatizing people suffering from opioid use disorder.
- Engaged and educated 75+ waived health care providers on the product, Sublocade, for treatment of opioid use disorder.

NADAP, Inc., New York City / Long Island, NY

2017 - 2018

*Provides wraparound services to support health, recovery and full community participation.*

**Community Liaison / Employment Specialist**

- Empowered and advocated for the HIV / AIDS population aimed at providing job opportunities and strengthening the community.
- Built relationships with 25+ organizations and health facilities to improve and broaden the client referral stream through strategic and creative initiatives.
- Increased the number of enrolled clients 150% by creating effective social outreach strategies in order to engage the HIV+ population in job readiness training.
- Provided monthly job readiness counseling and training on resume building, interviewing skills, and the job search process for 50+ clients.

FEDERATION OF ORGANIZATIONS, New York City / Long Island, NY

2016 –

2017

*Promotes wellness and enrichment of quality of life to individuals, families and communities.*

**Community Liaison / Outreach Care Coordinator**

- Educated, connected, collaborated and built relationships through community engagement with 20+ organizations and community centers for low-income Medicaid recipients to improve health awareness.
- Performed monthly outreach to 250+ clients via home visits to educate eligible Medicaid recipients about wellness care.
- Assessed and enrolled eligible Medicaid recipients to improve health quality.

INTERNATIONAL DEVELOPMENT CONSULTANT

2010 – 2015

*Experience with three organizations focusing on HIV / AIDS prevention and care and empowering women and girls' initiatives.*

**N.Y. State Chair - CARE ACTION NOW, New York, NY**

*International organization fighting global poverty and promoting women and girls' empowerment.*

- Coordinated semi-annual meetings with Congressmen and Senators to promote agenda.
- Organized annual fund-raising increasing CARE's visibility through community engagement.

**International Board Member - POSITIVE LIFE KENYA, Mlolongo, Kenya**

*Focused on breaking the cycle of poverty and reducing the impact of HIV / AIDS.*

- Organized annual fund-raising events to increase visibility.
- Promoted mission helping women and children live in dignity and hope in a HIV / AIDS free community.

**Counselor/Advocate - LIVING POSITIVE MLOLONGO, Mlolongo, Kenya**

*Organization's goal was to break the cycle of poverty and reduce the impact of HIV / AIDS.*

- Co-facilitated counseling / workshops with average attendance of 20+ women.
- Counseled 50+ women and children in Nairobi affected by HIV / AIDS.
- Collaborated programs with 5 other organizations to fully utilize resources.

HISPANIC AIDS FORUM, INC., New York City

2008-2009

*Improves health outcomes for Latinos who are affected by HIV and other chronic health diseases.*

**HIV Rapid Testing Technician/Advocate**

- Administered Rapid HIV Testing (Ora-Quick) and Conventional HIV Testing (Ora-Sure) in clinical setting, mobile unit, colleges, pharmacies, homeless shelters and other high-risk areas to 50+ clients on a monthly basis.
- Performed outreach in 20+ high-risk areas, including clinical settings, mobile unit, colleges, pharmacies, and homeless shelters, in order to identify high-risk individuals.
- Responsible for oversight of four outreach workers.
- Targeted and advocated for the Hispanic community on the risk of HIV transmission.

- Administered HIV testing in English and Spanish as required.
- Responsible for chart work of each client, approximately 50 per month.
- Responsible for follow-ups and referrals of each client.

**Peter G. Martin**

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### **PRIOR PROFESSIONAL EXPERIENCE**

Prior to joining Hispanic AIDS Forum in 2009, I gained experience and increasing responsibility working for Settlement Health and Medical Services, New York, NY as an HIV Counselor. Also worked as an Advocate focusing and engaging in training for women and girls' empowerment in Kenya, Tanzania, Mexico, and the Dominican Republic.

### **EDUCATION / TRAINING / CERTIFICATION**

BA Sociology, La Salle University, Philadelphia, PA  
Global Affairs Professional Certificate, NYU-SCPS, New York, NY  
International Relations Graduate Program, City College, New York, NY  
Teaching English, Language Certification, Canterbury Foreign TEFL, Madrid, Spain





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% Prometric 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 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 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 QAQC 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, 1km<sup>2</sup>, 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-ft<sup>2</sup> 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 21<sup>st</sup> 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

[p.marinkovic.a@gmail.com](mailto:p.marinkovic.a@gmail.com)

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 –**

01/15 – 12/17

**Sustainability Management & Business 3.8 GPA**

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 –** 09/05 – 06/09

**Environmental Management Climate Change –Cum Laude Dean's list, 3.8 GPA**

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 –** 09/09 – 05/10

**1-year degree program–Trainee**

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/**

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



# 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 NYSEDA 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



# Agarabi Engineering, PLLC

Let us help you optimize your building systems

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

# Felicia Fuller

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## 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

# Marissa Prizio

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

## EDUCATION

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

**Graduated: May 2019**  
*GPA: 3.51*

## TECHNICAL SKILLS

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- Sustainability Research and Course Development

## RESEARCH EXPERIENCE

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**Student Undergraduate Research Fellowships – Durham, NH**

**June 2018 – April 2019**

*Evaluating Factors Related to Spay/Neuter Status at the Cocheco 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

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**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**

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Contact: + 91 9164215885, + 91 9072709982

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## **CAREER PRE'CIS**

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- 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.

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## **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 -1<sup>st</sup> June  
2012 to 28<sup>th</sup> 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**

	<b>Qualifications</b>	<b>University/ Board</b>	<b>Percentage</b>	<b>Grade</b>
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 Chithrapuza 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, Bimolecular 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 tricolour* 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. 4<sup>th</sup> 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)
- 6<sup>th</sup> Rank in M.Sc.
- 1<sup>st</sup> 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, Kinf Saudi University, Saudi Arabia. +966598611334**

#### **PERSONAL DOSSIER**

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

**Languages speaks:** English, Hindi, Malayalam.

**(Dr. SREELEKSHMI S G**

## EDUCATION

### **Bachelor of Architecture (B.Arch), Architecture**

Dayananda Sagar College of Engineering, Bangalore

2014 - 2019

### **Senior Secondary (XII), Science**

DELHI PUBLIC SCHOOL

(CBSE board)

Year of completion: 2014

Percentage: 73.00%

### **Secondary (X)**

St.Xaveir's High School

(CBSE board)

Year of completion: 2012

CGPA: 9.60/10

## JOBS

### **Content Writing**

Goa Trip Essentials, Virtual

Mar 2020 - May 2020

Researched about topics and wrote various content related to Goa  
Proof-read

### **Student Intern**

Plan-a DESIGNTEC SOLUTIONS, Bangalore

Jun 2018 - Nov 2018

Plan layout of project.

Prepare scale drawings.

Prepare information regarding design, structure specifications, materials, color, equipment, estimated costs, or construction time.

### **Content Writing**

ACME Design Studio, Bangalore

Feb 2018 - May 2018

Select and edit documents for publication and display, applying knowledge of subject, and presentation techniques.

Attend meetings, conventions, and civic events to promote use of institution's services, to maintain community alliances.

## INTERNSHIPS

### **Business Development (Sales)**

Motivational Dairies, Virtual

Dec 2019 - Jan 2020

### **Market Research**

Red Dot Foundation (Safecity), Bangalore

Sep 2016 - Sep 2016

It aims to make cities safer by encouraging equal access to public spaces for everyone, especially women, through the use of crowdsourced data and tech.

### **Content Writing**

Society For Legal Reforms And Student Welfare, Virtual

Jan 2016 - Sep 2016

I worked as the chief campus co-ordinator of this programme.

## **POSITIONS OF RESPONSIBILITY**

Content Creator and writer at ACME Design Studio for their client dairies and project overview.

Chief Campus Coordinator in Society For Legal Reforms And Student Welfare in 2016 :- Head Planning , Associate Outreach, Promotions , Marketing and Social Media

## **TRAININGS**

### **Photography**

home, Online

Jan 2018 - Apr 2018

I learnt to work beside a Social Media guru on how to create contents and take photos which helped me in my social media platforms.

### **Hands On Training In Ecological Construction**

Auroville International Township, Puducherry

Apr 2016 - Apr 2016

## **SKILLS**

### **Adobe Photoshop**

Beginner

### **MS-Office**

Advanced

### **MS-Word**

Advanced

### **MS-PowerPoint**

Advanced

### **AutoCAD**

Intermediate

### **Google SketchUp**

Beginner

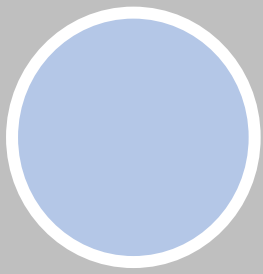
## **WORK SAMPLES**

### **Blog link**

<https://chasinglifeandblogging.wordpress.com/>

### **Other portfolio link**

<http://slrasw.weebly.com/slrs.html>



# 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 – Offshore 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



### EDUCATION

2009 - 2011      BSc IT      Calicut University


2007 - 2008      +2 Computer Science      GHSS Kunnakkavu


2006      SSLC      GHSS Kunnakkavu


### 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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Malappuram 679340

 +91 9497672992

 salmanshafeeq@gmail.com

 Facebook.com/ shafeeq.salman

### REFERENCES

Available on request

### ***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