

Nubia P Castaño
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Objective

To obtain a responsible and challenging position with a reputable company, where I can share my knowledge and experience to enhance the productivity of the company, while enhancing my personal and professional development.

Summary and Experience

- Skilled in the project startup process, gathering all necessary information and requirements, to include; project releases, budgets, proposals, preparation of the communication program for stakeholders, and coordinating the process.
- Actively coordinated the monitoring and control process for the projects during the execution phase, and kept management informed on the project status. Followed up on non conforming issues and ensured that corrective action was taken where necessary and reported the outcome to senior management.
- In accordance with company standards, organized and maintained a filing system to allow for the easy retrieval of all project information.
- As a member of the project team, assisted in the preparation of project proposals, cost estimates, budgets, schedules and bi-weekly reports.
- Detailed oriented and highly organized
- Possess strong interpersonal and conflict resolution skills
- Highly motivated with an ability to multitask in a fast-pace environment
- Fluent in Spanish.
- Strong analytical skills
- Competently skilled in the use of Outlook, MS Office and Microsoft Project

Employment History

- **Assistant Project Manager- Hudson Meridian Construction** **February 2007- Present**
Projects:

- **Fulton Nassau Crossroads (2009-Present) - Budget: \$15 Million**

A full service storefront and façade improvement program to Fulton and Nassau Street properties. Program managed by NYCEDC (New York City Economic Development Corporation) in collaboration with NYC Dept. of City Planning and NYC Dept. of Small Business Services. Funded by LMDC (Lower Manhattan Development Corp.). Duties included: Created and maintained a master database for more than 180 properties participating in the program including, landlords, tenants, City team. Created agendas, meeting minutes and support documents for weekly meetings with NYCEDC. Participated in extensive coordination with the design team and distributed design information to all interested parties, prepared and scheduled request for proposals, prepared award letters, RFI's, cost breakdown per location, comparison sheets, bid leveling, assisted in scoping meetings and maintained all construction logs.

- **13/14th Street Luxury Condominium (2007-2009) - Budget: \$32 Million**

Eight Story, 102,000 sq. ft., 97 luxury apartments which includes two buildings adjoined by a catwalk and a landscaped courtyard. Duties included: Maintained all construction logs, processed and obtained approvals for over \$2 Million in change orders. Assisted in the preparation of Anticipated Cost Report, schedules and bi-weekly reports. Updated meeting minutes, construction logs and successfully finished a 97 apartment Punchlist while units were occupied. I was able to communicate clearly (in Spanish) with all trades on site, and in return, met all deadlines and obtained a good quality product installed. Earned the trust of a very high end client.

- **Assistant Project Manager-Mancini Duffy** **May 2005- Oct 2006**

Projects: HSBC Bank Branches (May 2005-Oct 2006)

Assistant Project Manager on the fifty six HSBC Bank Branches Improvement Project to include ground up construction and interior renovations. The average Branch space was approximately 4,000 sq. ft., with an average budget of \$1,300,000. Maintained a very strict schedule and managed the constant changes to the design prototype, within the confines of the time constraints, cost and quality. Other duties included: scheduling and schedule tracking, coordinating sub-contractors activities, client and consultant liaison,

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generation and tracking of RFI's, material submittals and tracking, budget tracking and updating through constant analysis, updated the team on client requested and required changes and their cost impacts, schedules and budget status and project milestone requirements.

Education

- New York City College of Technology, Brooklyn, NY
Currently pursuing Bachelor's degree in Facilities Management Expected Graduation June 2012
- New York City College of Technology, Brooklyn, NY
AAS in Construction Management Nov 04-Jan 07
- Pratt Institute, Brooklyn, NY
School of Architecture Fall 99- Spring 02
- William Cullen Bryant High School 1995-1999
Graduated with Honors

Accomplishments and Achievements

Successfully completed a 10 hour OSHA Training Course in Construction Safety and Health

Alumni, Mentor and Scholar of the ACE Mentor Program in 1999

Certificate of recognition from Mayor Rudolph Giuliani for demonstrating outstanding leadership, community service and scholarship.

Governor's Committee of Scholastic Achievement citation for: character, citizenship, scholarship and service

Board of Education of the City of New York, Chancellor's roll of Honor for bringing honor and distinction to the school, the faculty, the Public School system and the City of New York

References furnished upon request.