

REBECCA CLARKSON

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ASSISTANT PROJECT MANAGER

*Dedicated professional with integrity, sound judgment, and fiscally focused.
Self-directed, confident, and ready for new challenges.*

PERFORMANCE SUMMARY

Results-oriented and collaborative Assistant Project Manager specializing in all phases of over \$50MM multi-family new construction and renovation projects from bidding to project closeout for Low Income Housing Tax Credit and Market Rate. A proven history of on-time, on-budget, and high-quality project completions. Equipped with client relationship management experience to maximize future business opportunities. Utilizes servant style leadership to build strong teams through collaboration and accountability.

- **DRIVEN**—persistent in effectively resolving issues for the success of the project, company, and client.
- **RELATIONSHIP ORIENTED** – effective communicator who builds trusting relationships and fosters a positive culture with internal staff, subcontractors, and external clients.
- **FISCALLY FOCUSED** – consistently delivers positive P&L outcomes on multi-million-dollar projects.

Core Competencies: LIHTC/Market Rate, Multi-Family New Construction & Renovations, Multiple Project Management, Financial Oversight, Project Budget Projections, Bid Analysis, Scope Development, Buyout, Contract Administration, Change Order Management, Preparing & Submitting Monthly Draw Packages, Reviewing Subcontractor Pay Applications & Vendor Invoices, Managing Project Closeout Process, Site Safety & OSHA Compliance, Interior Finishes Quality Control, Submittals & RFI Development & Tracking, Warranty Management

Technical Skills: ProCore, MS Project, Bluebeam, Vista Viewpoint, Sage, & Microsoft Office

Certifications: OSHA 30, Health and Safety Technician, ProCore Certified

Education: Brenau University, Gainesville, GA, Bachelor of Science, Psychology

PROFESSIONAL EXPERIENCE

Prestwick Construction, Atlanta, GA
Assistant Project Manager

December 2017 – Present

- **Construction Project Management** – Hired to provide hands-on support to take the project from concept to completion related to preconstruction, submittals, bidding, buyouts, project management, job mobilization, job accounting, operations management, and closeout.
- **Financial Management** – Excels in understanding and tracking project budgets. Responsibilities include job accounting, project budgets, financial projections, buyouts, contract administration, monthly owner draws, AIA pay applications, purchase orders, and change order management.
- **Owner Relationship** – Directed owner's walks and cultivated a relationship with the owner's rep; developed a reputation for meeting owner's needs by identifying expectations and collaborating with superintendent and subcontractors to exceed expectations.
- **Critical Path Delay Avoidance** – Recognized by management as the "go-to" person to get the issue resolved and back on track. Reputation built on successful resolutions due to building strong relationships at the onset of the project with all stakeholders, field staff, and subcontractors.
- **Strategic Solutions** - Identifies strengths and weaknesses and develops improvement processes to achieve business value and drive bottom-line gains. Focused on removing the emotion from the issue; obtaining the facts; getting to the root cause, and implementing the best plan of action.
- **Highly Organized and Detail-Oriented** – Able to work under pressure, consistently meet deadlines and profitability goals. Accustomed to managing multiple complex projects and priorities in a fast-paced, high-performance environment.

PROFESSIONAL EXPERIENCE

Broad River Construction, Buford, GA Business Operations/Project Oversight

September 2012 – November 2017

- **Business Operations** – Managed accounts payable and receivable, project budgets and projections, cash flow, and P&L. Balanced costs with revenue to achieve maximum net profit. Consistently met or exceeded profit goals by controlling costs and developing operational budgets.
- **Project Oversight** - Oversaw multiple projects; Spiked profit average from 10% to 25% plus. Analyzed and implemented best practices for effective project budget strategy and reduced costs by developing mutually beneficial partnerships with vendors and subcontractors; managed customer relationships to ensure business goals were met and secured long-term revenue opportunities.
- **Client Relationship Development** - Transformed customer retention rates to over 90%. Provided high-touch customer support and identified new opportunities. Grew and expanded business services. Increased annual account revenue from \$1MM in 2013 to \$5MM in 2017.
- **Site Safety** - Designed and implemented company safety policy and training per OSHA regulations. Resulted in 5 years of zero lost time accidents (OSHA 30 Certificate).

CONSTRUCTION PROJECT LIST

The following projects represent a general cross-section of the type and size of recent multi-family projects.

COLUMBIA RESIDENTIAL: COLUMBIA FAYETTEVILLE APARTMENTS, Atlanta, GA – LITHC, 108-unit rental apartment project 5 R-2 Type V-A wood construction 3 story and 1 A-3 wood construction 1 story. Includes site improvements and accessory elements. Green Enterprise Communities Certified and UFAS Certified. **Total Value: \$16MM** – Assistant Project Manager – June 2019 Start Date: In Progress.

HDC: STARNES SENIOR LIVING, Clarkston, GA – LITCH, 128 Senior Living units with accessory amenities areas. Type VA 4-story urban design, residential wood construction. In Progress. **Total Value: \$13.5MM** – Assistant Project Manager – June 2019 Start Date: In Progress.

COLUMBIA RESIDENTIAL & JOHNATHAN ROSE COMPANIES: CITY VIEW AT ROSA BURNEY, Atlanta, GA – LITHC, 181-units including 69 garden style units/ 11 buildings, stand-alone 1 story leasing office and 10-story midrise with 112 units and community center, renovation. Midrise renovation includes CMU and cast-in-place whole sale renovation with full MEP system upgrade, elevator upgrade, TPO, storefront windows and doors. Garden wholesale renovation Type VA stick construction. Green Enterprise Communities Certified and UFAS Certified. **Total Value: \$16MM** – Assistant Project Manager – Permit Set.

HDC: GRAHAM HOMES, Milledgeville, GA – LTHC, 178 units, 33 acre gut renovation with 3 buildings each 2/3 split new construction, Type VA wood construction. Total 99 buildings ranging from 2 to 5 bedroom units. **Total Value: \$19MM** – Assistant Project Manager – SD Set.

COLUMBIA RESIDENTIAL & JOHNATHAN ROSE COMPANIES: EDGEWOOD COURT APARTMENTS, Atlanta, GA - LITHC, 222-unit, garden-style, 22-acre wholesale renovation of 40 two-story buildings. New construction of 3 type VA, 1, 2 and 3 story stick-framed buildings including leasing/clubhouse. Project included site work, new infrastructure, and site amenities such as an amphitheater, cabana, and community garden. First Fit-Well Certified project in Atlanta, Ga. Green Enterprise Communities Certified and UFAS Certified. **Total Value: \$18.4MM** – Assistant Project Manager – January 2018 thru. August 2019: Warranty Phase.

MARKET RATE AND LITHC PROJECTS WITH GENERAL CONTRACTORS

- ✓ **GREAT SOUTHERN** – LITHC Renovations
- ✓ **BH MANAGEMENT** – Market Rate Renovations
- ✓ **PROMINENT REALITY GROUP OF GEORGIA** – Market Rate Renovations & Fire Restoration
- ✓ **FICKLING MANAGEMENT** – Market Rate Renovations & Fire Restoration