

MICHAEL C. SAPRONETTI

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In-Office ~ On-Site Construction Project Coordinator

Integrity driven by Conviction ~ Ensuring Client Satisfaction by providing Outstanding Service Delivery

SUMMARY

As a licensed CA General Contractor since 1989 and A/MEP ACAD Designer/Project Coordinator, I possess extensive experience in Project Management; Forecasting & Budgeting, Estimating, Proposal development, Contract Negotiating and Construction-Site Supervision. Confident of my technical A/E cross-discipline aptitude and hands-on, multi-trade skill-set, I have excelled in various Senior Level capacities, both effectively and efficiently, when collaborating with In-Office operations and On-Site field teams.

- A resourceful and motivated professional that thrives on challenges. Possess flexibility of skill-set, both independently and collaboratively in a mix of cultural settings, conditions and environments.
- Capable of managing the project team to ensure all administrative, contractual, financial, and technical aspects of the assigned project are being executed as required by contract documents.
- Interact and effectively communicate with enthusiasm and knowledge, ability to listen and respond with clarity on a relational level, motivate and positively contribute to the morale of the project team.

CORE COMPETENCIES

- **On-Site/In-Office Solutions Provider, Subject Matter Expert**
 - **Organized and Productive time-manager**
 - **Effective at managing moving-targets of priorities**
 - **Excellent Operations and Client Relations Management**
- **Product Marketing and Presentation, Negotiator, Sales & Contract Closer**

PROFESSIONAL EXPERIENCE

DIVERSIFIED Real Property Management Tustin, CA 12.2013 – Present

Sales of RE Capital Improvements / Construction Manager~Estimator / Maintenance Supervisor

Manage all maintenance repairs; create Work Orders, schedule crews, review and approve vendor proposals, assist with A/R ~ A/P functions for +700 rental units and HOA properties in OC, IE and LA areas. During my 90-day probationary period, during business and after hours, I personally inspected properties and vacant units of deferred maintenance and repairs. Following these inspections, I estimated and generated proposals, securing over \$250K of Capital Improvements and vacant Remodels. Coordinated and scheduled vetted vendors and sub-contractors and utilized company maintenance crews whenever feasible, returning an estimated Gross Profit of 20-30%.

ASAP Uni-Design & Construction Newport Beach, CA 01.2011 – 12.2013

Sales / Network Marketing & Business Developer / General Contractor / A-MEP and Structural Designer

Personally secured over \$750K in Design and Construction contracts since re-starting a specialized-niche; providing a full-service A/MEP Sustainable Design in ACAD and Construction Build-Out, developing Turn-Key residential remodel projects for Multi-Family properties, modifications for “Persons with Special Needs” and T.I. projects.

US Best Repairs, Inc. (Short-Term Contract) Irvine, CA 08.2012 – 11.2012

Project Coordinator / Estimator / Negotiator

Generate and distribute Bid Requests to multi-trade contractors, evaluate and secure contractor proposals, develop Bid Work Orders, coordinate and schedule scope of work to be performed for the repairs and maintenance on foreclosed Single & Multi-Family Residential properties, Capital and Tenant Improvements of Commercial and Retail investment properties nationwide.

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Mesa Management Inc.	Newport Beach, CA	11.2009 – 01.2011
Property Maintenance Supervisor / Purchaser / Negotiator		
Personally performed repairs, trained and directed maintenance staff to perform the daily repairs and maintenance needs for an extremely “deferred-maintained” 113 Unit apartment building including the delivery of high-quality Capital Improvements within set annual budget constraints. Ensured Safety protocol generated and negotiated all Purchase Orders, managed Vendor / Sub-Contractor relations. +90% of my improvement suggestions were adopted.		
Bergman, Walls Associate Architects	Las Vegas, NV	05. 2007 – 06.2008
Recession Layoff - Construction Administrator		
CAESARS Palace Master Plan Project; New 24-story Octavius Tower - \$1.2 Billion, New Convention Center \$257M. Successfully collaborated with HARRAH’S D&C staff, and with an expansive team of Engineering Consultants, City Officials, Trade Contractors and Vendors; accountable for co-managing and facilitating the overall compliance to the project General Conditions and AIA required documentation protocol. Responsible for mobilizing the Architect office-site trailer; facilitated and resolved ongoing A/MEP/CIVIL/STRUCT plans, trade and/or material conflicts, met with Inspectors to document red-tag issues, responded to RFI’s, negotiated Change Orders, Schedule of Values, provided detailed on-site weekly progress reports with digital captioned photos.		
JMA Architectural Studios	Las Vegas, NV	02.2007 – 05.2007
Brief Contract - Senior Contract Administrator		
Assist team with Project Close-Outs: Managed a 6 person drafting and Contract Administrative support team for two large-scale, concurrent projects; VA-Medical Center and CCSD High-Speed Food Service/Cold Storage Facility. TOTAL Contract Values exceeding \$800 Million.		
SH Architecture	Las Vegas, NV	04.2006 – 02.2007
Brief Contract - Project Co-Manager / Construction Administrator		
Facilitated and co-managed the daily in office and on-site CA activities, fast-tracking the development of two commercial projects concurrently; McCarran Airport Car Rental Facility and a NISSAN Dealership. ACAD assist and directed a 5 person drafting support team. TOTAL Contract Value + \$200 Million.		
ASAP Uni-Design & Construction	Newport Beach, CA	07.2004 – 05.2006
Sole Proprietor / General Contractor / Building Designer		
Personally solicited and secured nearly \$1 Million of Design/Build contracts: Market-analyzed, financed, and launched a full-service ACAD Design /Build construction company developing Residential Remodels for “ <i>Persons with Special Needs</i> ”. Managed all administrative activities, estimated and procured all materials and equipment, scheduled and supervised MEP sub-contractors, and performed specialty installations including Finish, Electrical, Hybrid HVAC and Plumbing Systems.		
Bassenian/Lagoni Architects	Newport Beach, CA	02.2004 – 07.2004
Brief Contract - Project Manager and ACAD out-source Facilitator		
Develop, manage, and facilitate the company’s transition from existing DataCAD software to ACAD for a large multi-family housing project. Fast-tracked from DD, the successful completion of the Construction Documents utilizing an out-sourcing team in Mexico.		
Control Air Corporation	Orange, CA	03. 2002 – 02.2004
HVAC Project Manager / Designer / Estimator / Sales Representative		
Secured over \$1.5 Million in Sales contracts- Effectively researched, cultivated and established new leads for the design, retrofit and/or replacement of existing HVAC systems for LAUSD, Big-Box Retail Centers and mid/high-rise Office Buildings. Assisted with the RFI’s, COR’s, RFPs, Pre-Con and VE, ACAD HVAC Design. Scheduled labor teams and equipment activities for system installations.		
<i>Earlier Career Highlights ~ Contract Hire</i>		
VOLT Technical Services	Calabasas, CA	1979-1989
Architectural, Structural, HVAC & Electrical Drafter - Lockheed, TRW Defense Group, Northrop Grumman, Parsons		