

Amir Austin

Capital Project Manager, Informal Projects

☎ (919) 555-4826

✉ amir.austin@example.com

🌐 linkedin.com/example/amiraustin

📍 Cary, NC 27513

STRENGTHS

- ✔ **Field quality control**
Inspection walks caught design intent gaps early. Clear records helped contractors close deficiencies without confusion.
- 📅 **Cost judgment**
During design changes, estimates and contractor pricing were reconciled carefully. Stakeholders gained confidence in recommendations.
- 👥 **Stakeholder coordination**
Consultants, trades, and facility users often needed different answers. Direct project conversations kept decisions moving.
- ⚙️ **Commissioning support**
HVAC and electrical controls testing turned technical findings into usable turnover records. That last step mattered.
- 📅 **Schedule recovery**
When occupied spaces created access limits, milestone reviews and field planning restored workable sequencing.
- 🗣️ **Public communication**
Standards and procedures were explained in plain language. Questions became decisions, and project relationships stayed productive.

SKILLS

Capital Project Management

Estimating Budgeting Bidding

Fiscal Management

Quality Control

Schedule Management

Mechanical Systems

Electrical Systems

HVAC Commissioning

New Construction Renovation

SUMMARY

Capital project manager with 10 years of progressive experience delivering institutional and **public sector** renovations and **new construction**. Engineering training supports practical decisions across estimating, budgeting, bidding, fiscal management, inspections, construction administration, schedule control, and closeout. Work has covered athletic and recreation facilities, classrooms, research laboratories, **food service venues**, and other technical environments. Mechanical and electrical coordination includes HVAC systems, **electrical controls commissioning**, design intent verification, quality documentation, and field issue resolution. Project leadership connects consultants, designers, contractors, campus customers, inspectors, and facility users around cost, schedule, quality, and operational needs. Public facing communication explains standards, procedures, regulations, and project impacts clearly. This background supports dependable delivery of technical capital work from scope definition through turnover.

EXPERIENCE

Senior Capital Project Manager

Triangle Civic Facilities Group 📅 January 2024 - Present 📍 Cary, NC

Leads renovation and small capital work across recreation, laboratory, classroom, and food service environments. Owns scope, cost, schedule, quality, commissioning, stakeholder coordination, and turnover while guiding consultants, designers, contractors, and facility users.

- Led recreation renovations through **scope definition**, **inspections**, commissioning, and turnover for occupied facilities.
- Built estimates and budgets from design changes, field conditions, consultant input, and contractor pricing.
- Inspected installations against drawings and specifications, then documented deficiencies for corrective work.
- Coordinated mechanical, electrical, **HVAC** controls, and commissioning activities with engineers and **contractors**.
- Protected operational milestones through **schedule** reviews, risk logs, and field coordination meetings.
- Advised athletic facility stakeholders on **Title IX** considerations affecting comparable program access and renovation scope.

Project Manager

Carolina Technical Builders 📅 June 2021 - December 2023 📍 Durham, NC

Managed institutional renovation and new construction assignments from preconstruction through closeout. Coordinated owners, **designers**, trades, inspectors, and facility users while controlling estimates, bid packages, **fiscal records**, commissioning, quality, and schedule performance.

- Managed classroom and laboratory **construction** from preconstruction planning through **closeout** and owner turnover.
- Developed estimates and bid packages for recreation, laboratory, classroom, and commercial kitchen work.
- Aligned submittals, change documentation, pay applications, and schedule updates with approved scope.
- Sequenced mechanical and electrical trades around occupied facility access and shutdown constraints.
- Verified installed work through **quality** walks, punch lists, drawings, and specifications.
- Supported HVAC and electrical controls startup, commissioning tests, and turnover documentation.

Assistant Project Manager

Piedmont Engineering Services 📅 May 2019 - May 2021 📍 Greensboro, NC

Supported engineering led capital projects through cost tracking, schedule coordination, inspections, documentation, and closeout. Helped project managers resolve bid gaps, technical questions, occupied space constraints, fiscal records, and commissioning requirements.

Athletic Facilities

Research Laboratories

Title IX Considerations

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Senior Capital Project Manager at Triangle Civic Facilities Group (2.8 Years)

● Project Manager at Carolina Technical Builders (2.5 Years)

● Assistant Project Manager at Piedmont Engineering Services (2 Years)

● Project Engineer at Blue Ridge Design Collaborative (2.8 Years)

- Supported engineering capital projects with schedules, **cost** tracking, meeting records, and **construction documentation**.
- Reviewed contractor bids and clarifications, identifying exclusions before owner recommendations and award decisions.
- Tracked commitments, invoices, contingencies, and forecasts through structured cost reports.
- Joined field **inspections** for mechanical and electrical installations, routing technical questions for resolution.
- Coordinated laboratory and classroom renovation logistics around occupied operations and user needs.
- Prepared closeout records, warranty logs, commissioning documents, and as built information.

Project Engineer

Blue Ridge Design Collaborative 📅 June 2016 - April 2019 📍 Winston Salem, NC

Developed engineering and construction administration deliverables for institutional renovation projects. Supported design coordination, quantity takeoffs, shop drawing reviews, site observations, HVAC controls testing, and communication among architects, engineers, contractors, and facility representatives.

- Developed mechanical and electrical design deliverables for institutional renovation projects.
- Produced coordination markups and reviewed shop drawings against design documents.
- Prepared quantity takeoffs and cost inputs supporting early estimates and scope alternatives.
- Conducted site observations and documented construction deviations through formal project records.
- Supported HVAC controls reviews and functional testing for commissioning and building performance.
- Coordinated design questions among architects, engineers, **contractors**, and facility representatives.

PROJECTS

Athletic Facility Access Renovation 📅 2024

Improved renovation coordination for athletic spaces by linking scope review, Title IX considerations, design intent, inspections, and stakeholder decisions.

Research Laboratory Systems Upgrade 📅 2023

Coordinated mechanical and electrical work for a technical laboratory, aligning shutdown planning, commissioning records, quality reviews, and closeout.

LEADERSHIP & AWARDS

- Project Management Professional credential recognized for disciplined capital delivery, cost control, and stakeholder coordination.
- LEED Green Associate credential recognized for practical sustainable design awareness across institutional renovation work.
- Leadership across multidisciplinary project teams, with peers relying on clear documentation and calm field issue resolution.

EDUCATION

Bachelor's Degree in Mechanical Engineering

North Carolina State University 🎓 GPA: 3.5 📅 2016 📍 Raleigh, NC

Coursework: Mechanical systems, electrical systems, HVAC design, construction management

CERTIFICATIONS

- Project Management Professional, PMP 📅 2022
- LEED Green Associate 📅 2020
- Valid North Carolina Driver's License 📅 2026

TECHNICAL SKILLS

- **Project Delivery:** Scope definition, Construction administration, Project closeout

- **Cost Management:** Estimating, Budgeting, Cost forecasting
- **Procurement:** Bidding, Bid packages, Contractor pricing
- **Construction Records:** Fiscal records, Change documentation, Pay applications
- **Quality Management:** Quality inspections, Punch lists, Design intent verification
- **Scheduling:** Milestone reviews, Schedule control, Risk logs
- **Mechanical Systems:** HVAC systems, Mechanical installations, Building performance
- **Electrical Systems:** Electrical installations, Electrical controls, Trade sequencing
- **Commissioning:** HVAC commissioning, Controls startup, Functional testing
- **Facility Types:** Athletic facilities, Research laboratories, Food service venues
- **Design Coordination:** Plans and specifications, Shop drawings, CAD
- **Planning Systems:** Construction documentation, Quantity takeoffs, GIS
- **Regulatory Knowledge:** Title IX, Standards, Regulations
- **Stakeholder Management:** Consultants, Designers, Campus customers
- **Sustainable Facilities:** LEED, Sustainable design, Facility performance

PROFESSIONAL AFFILIATIONS

- Project Management Institute, professional member focused on project delivery standards and continuing practice.
- U.S. Green Building Council, member engaged with sustainable building principles and institutional facility performance.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST