

Ana Garcia Gonzalez

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EDUCATION

Master of Architecture

School of Architecture and Community Design, University of South Florida, Tampa, Florida

December 1996

Bachelor of Science

Major: Interior Design Minor: Industrial Technology

Western Kentucky University, Bowling Green, Kentucky

December 1990

EXPERIENCE

PROJECT MANAGER II- 2005 to 2009; SENIOR GRADUATE ARCHITECT- 2001 to 2005

Hillsborough County Board of County Commissioners

Real Estate Department, Architecture Services, Tampa, Florida

- Established administrative policies and guidelines to ensure operational efficiency and effective administration of assigned programs for project information systems.
- Managed the development of preliminary and detailed schedules for building projects. Interfaced with countywide project information and management system to maintain schedule and cost data in a regular basis. Performed quality control on existing data to and created reports for supervisory and other staff.
- Reviewed and acted in management, administrative, and operations decisions. Coordinated with other branches/sections within own organization and external agencies/departments, user agencies, architects, engineers, and other construction team members to ensure efficient flow of communication and services. Interpreted, explained, and ensured compliance with system requirements and procedures.
- Trained new and existing project managers in the Critical Path Scheduling process as needed and insured that monthly updates and new projects were submitted correctly. Utilized database software to store historical project information for use in future project scheduling and cost estimating.
- Determined project scope and construction estimates. Interacted with consultants in the preparation of plans for facility projects and took part in design decisions.
- Performed in-house design work for facility projects, while providing coordination, management, and assistance in all phases of the project.
- Participated in the procurement of project construction contractors by soliciting contractor proposals, conducting pre-bid meetings, reviewing bids and proposals, and recommending acceptance or rejection of proposals and bids.
- Coordinated procurement activities and construction with other county departments and agencies to resolve any design conflicts in the field. Managed construction schedule, negotiated change orders, allowance authorizations, minister project budget, while evaluating the process of construction activities and approving progress payments.
- Provided project representative functions and construction management support during construction by observing construction progress, visiting site, receiving and recording submittals and shop drawings, preparing construction correspondence, reviewing change orders, allowance authorizations, and schedules/payments.
- Ensured project was on time, within budget in conformance with quality standards, plans and specifications. Projects included libraries, fire stations, senior centers, State Attorney's offices and jails.
- Assessed manpower needs, identified shortfall, interviewed, and assisted in the recruitment of new personnel. Provided supervision and training to support new personnel; coordinated, assigned, monitored, and reviewed work, while evaluating performance to initiate corrective action as needed.
- Represented the section in matters relating to information technology and data management. When designated, may assume the authority of acting on behalf of a more senior official.

INTERN ARCHITECT- 1999 to 2000

Woodroffe Corporation Architects, Tampa, Florida

- Performed preliminary architectural design, incorporating computer-aided drafting, using AutoCAD, Adobe Photoshop, freehand sketching, and color rendering.
- Prepared schematic and design development drawings, coordinated structural, mechanical, electrical, and plumbing engineering drawings and prepared construction drawings and documents for commercial and public building projects.

GRADUATE ARCHITECT- 1998 to 1999

Hillsborough County Board of County Commissioners

Public Works Department Engineering Division, Architecture Services, Tampa, Florida

- Performed in-house design work for facility projects, while providing coordination, management, and assistance in all phases of the project.
- Participated in the procurement of project construction contractors by soliciting contractor proposals, conducting pre-bid meetings, reviewing bids and proposals, and recommending acceptance or rejection of proposals and bids.
- Provided project representative functions and construction management support during construction by observing construction process, visiting sites, receiving and recording submittals and shop drawings, preparing construction correspondence, allowance authorizations, and schedules/payments.
- Ensured project was on time, within budget and in conformance with quality standards, plans, and specifications. Facilities included libraries, fire stations, and jails.

RESEARCH ASSOCIATE- 1996 to 1998

The Florida Center for Community Design & Research

University of South Florida in Tampa, Florida

- Manage sustainable community design projects utilizing planning principles practices that incorporate neighborhood planning processes such as working with community associations and residents.
- Conducted community meetings to acquire input and express the community's interest in the master plan.
- Project Manager, "The University Community Area: A Master Plan for Physical Revitalization."
- Managed staff of seven.

GRADUATE ASSISTANT- 1993 to 1996

University of South Florida School of Architecture and Community Design

Tampa, Florida

- Assisted in the research, design, and production of the exhibit "Making Florida Home," a pictorial exhibition of single-family homes and planned communities in Florida.

SKILLS

- Fluent in Spanish
- Primavera Enterprise Project Management Software
- AutoCAD Software
- MapInfo & Arc Info, GIS Software
- Microsoft Office Software
- Adobe Photoshop, PageMaker Graphic Design, and Rendering Software