



**Mariela Martin**  
*Principal in charge*

**Office Location**

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**Areas of Expertise**

Architectural Project  
Management  
Construction Management  
Architectural Design

**Years of Experience**

Thirty (30)

**Education**

Bachelor of Arts: School of  
Architecture and Interior Design

Florida International University-  
University Park, FL

School of Architecture:  
Architecture  
University of Miami- Coral  
Gables, FL

**Professional Summary**

Accomplished and energetic Project Manager with a solid history of achievement in Design and Construction. Motivated leader with strong organizational and prioritization abilities. Areas of expertise include Architecture, Interior Design and Construction.

**SKILLS**

- Design
- Customer and Personal Service
- Building and Construction
- Speaking
- Administration and Management
- Sales and Marketing
- Critical Thinking Construction Management
- Coordination
- Complex Problem Solving
- Judgment and Decision Making
- Time Management
- Economics and Accounting

**EXPERIENCE:**

- 1994** - Buildtec Construction Corp. - Project Manager
- 2003 – 2007** TAC Construction Corp. – Project Manager
- 2007 – 2017** TAC Construction LLC. – Project Manager
- 2015 – 2016** Cristina Fandiño Architects - Designer/Project Manager
- 2017 – Present** CFM Architects – Principal Project Manager

Designer/Project Manager

**Cristina Fandiño Architects- Doral, FL**                      **08/2015 to 2016**

- Confer with client to determine factors affecting planning interior environments, such as budget, architectural preferences, and purpose and function.
- Coordinate with other professionals, such as contractors, architects, engineers, and plumbers, to ensure job success.
- Estimate material requirements and costs, and present design to client for approval.

- Schedule the project in logical steps and budget time required to meet deadlines.
- Prepare contracts and negotiate revisions, changes
- Interpret and explain plans and contract terms to administrative staff, workers, and clients, representing the owner or developer.
- Plan, organize, or direct activities concerned with the construction or maintenance of structures, facilities, or systems.
- Take actions to deal with the results of delays, bad weather, or emergencies at construction site.
- Inspect or review projects to monitor compliance with building and safety codes, or other regulations.
- Study job specifications to determine appropriate construction methods.
- Select, contract, and oversee workers who complete specific pieces of the project, such as painting or plumbing.
- Obtain all necessary permits and licenses.
- Develop or implement quality control programs.
- Requisition supplies or materials to complete construction projects.

**Project Manager**

**TAC Construction LLC- Doral, FL**

**08/2007 to Present**

- Schedule the project in logical steps and budget time required to meet deadlines.
- Confer with supervisory personnel, owners, contractors, or design professionals to discuss and resolve matters, such as work procedures, complaints, or construction problems.
- Prepare contracts and negotiate revisions, changes and additions to contractual agreements with architects, consultants, clients, suppliers and subcontractors.
- Prepare and submit budget estimates, progress reports, or cost tracking reports.
- Interpret and explain plans and contract terms to administrative staff, workers, and clients, representing the owner or developer.
- Plan, organize, or direct activities concerned with the construction or maintenance of structures, facilities, or systems.
- Work on construction cost and budget for the job
- Take actions to deal with the results of delays, bad weather, or emergencies at construction site.
- Inspect or review projects to monitor compliance with building and safety codes, or other regulations.
- Study job specifications to determine appropriate construction methods.
- Select, contract, and oversee workers who complete specific pieces of the project, such as painting or plumbing.
- Obtain all necessary permits and licenses.
- Requisition supplies or materials to complete construction projects.

**Project Manager**

**TAC Construction Corp.- Doral, FL**

**01 /2003 to 07/2007**

- Coordinate construction activities to ensure that project needs and objectives are met.
- Create project scope of work, goals, tasks, resources, schedules, costs, contingencies, or other project information.
- Manage project costs to stay within budget limits.
- Prepare or assist in the preparation of applications for building, or other required permits.
- Provide verbal or written project status reports to project teams, management subcontractors, customers, or owners.

- Update schedules, estimates, forecasts, or budgets for projects.
- Review or evaluate proposals or bids to make recommendations regarding awarding of contracts.
- Supervise the work of subcontractors or consultants to ensure quality and conformance to specifications or budgets.
- Verify accuracy of billing data and revise any errors.
- Contact customers to obtain or relay account information.
- Confer with supervisory personnel, owners, contractors, or design professionals to discuss and resolve matters, such as work procedures, complaints, or construction problems.
- Prepare contracts and negotiate revisions, changes and additions to contractual agreements with architects, consultants, clients, suppliers and subcontractors.
- Prepare and submit budget estimates, progress reports, or cost tracking reports.
- Interpret and explain plans and contract terms to administrative staff workers, and clients, representing the owner or developer.
- Obtain all necessary permits and licenses.
- Requisition supplies or materials to complete construction projects.

**Owner/Management**

**Buildtec Construction Corp.- Miami, FL**

**06/1994 to 12/2002**

- Planning, define and clarify projects scope of work. Determine the organizational project structure and identify certain employee's roles and positions. Setting team direction and assigning work. Controlling the job keeping it on track, working with accounting collection and disbursement of the funds from cash accounts to pay bills or invoices pertaining the jobs.
- Work on estimates, construction cost and budget for every specific job.