

LAURA B. SANTANA

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EXPERIENCE:

BOSTON PRIVATE/DAKOTA DESIGNSTAFF BOSTON, MA SEPT. '15 - JUL 2018

ASSISTANT PROJECT MANAGER

FOCUSED ON OFFICE RENOVATION PROJECTS RANGING IN SIZE FROM 2,000 TO 40,000 SQUARE FEET TO ACCOMMODATE COMPANY'S GROWTH WITHIN THE EAST AND WEST COAST IN THE FINANCIAL INDUSTRY

- ASSISTED FROM PROJECT KICK OFF THROUGH CONSTRUCTION AND PROJECT CLOSE OUTS
- ASSISTED IN ALL THE DESIGN PHASES INCLUDING PLANNING, PROGRAMMING, DESIGN DEVELOPMENT AND CONSTRUCTION DOCUMENTS
- DEVELOPED PROGRAMING AND SCHEMATIC DESIGN IN ADDITION TO SELECTING AND SPECIFYING FF&E
- REVIEWED AND COMPARED QUALIFICATIONS AND CONTRACTORS' BID DOCUMENTS AS PART OF BIDDING AND NEGOTIATION PHASES
- PERFORMED CONSTRUCTION ADMINISTRATION: REVIEWING SUBMITTALS, SHOP DRAWINGS, HELD CONSTRUCTION MEETINGS WITH OWNER, ARCHITECTS, ENGINEERS AND CONTRACTORS
- MANAGED CONSTRUCTION BUDGETS AND SCHEDULE, REVIEWING APPLICATIONS FOR PAYMENTS AND APPROVING CHANGE ORDERS
- OVERSEEN ARCHITECTURAL PUNCH LIST AND COORDINATED CLOSE OUT PACKAGES AND REPORTS

50-51 REALTY/CHESS BUILDERS LONG ISLAND CITY, N.Y. JAN '10 - AUG 2012

ASSISTANT PROJECT MANAGER

WORKED UNDER LUXURY RESIDENTIAL REAL ESTATE DEVELOPER I HELPED MANAGE THE CONSTRUCTION AND EXECUTION OF 83 CONDOMINIUM UNITS AND 194,000 GROSS SQUARE FEET

- ASSISTED ISSUING DRAWINGS OF AS BUILT CONDITIONS TO BE APPROVED AND REVISED BY ARCHITECT OF RECORD
- ASSISTED WITH OVERALL COORDINATION OF CONSTRUCTION DOCUMENTS, PHASES, AND SCHEDULING
- RESPONSIBLE FOR QUALITY CONTROL AND ASSURANCE OF ARCHITECTURAL FINISHES AS PER SPECIFICATIONS AND CONSTRUCTION DOCUMENTS. PERFORMED FIELD INSPECTIONS AND SURVEYS
- PERFORMED MATERIALS RESEARCH FOR ARCHITECTURAL FINISHES
- ARRANGED COORDINATION MEETINGS WITH ENGINEERS, ARCHITECTS, CONSULTANTS AND GENERAL CONTRACTOR. ISSUED MEETING MINUTES
- ISSUED ARCHITECTURAL PUNCH LIST
- COORDINATED CLOSE OUT PACKAGES AND PERMITS, UPDATED ARCHITECTURAL DRAWINGS TO REFLECT AS BUILT CONDITIONS

CGS DEVELOPERS LONG ISLAND CITY N.Y. DEC '07 - JAN 2010

ASSISTANT PROJECT MANAGER

WORKED UNDER LUXURY RESIDENTIAL REAL ESTATE DEVELOPER I HELPED IN THE DESIGN IMPLEMENTATION AND CONSTRUCTION OF THE CONVERSION OF A HISTORIC POWER PLANT INTO A MIX-USE AND LUXURY RESIDENTIAL PROJECT CONSISTING IN 177 RESIDENTIAL UNITS, AMENITIES, AND RETAIL SPACE

- ISSUED FREEHAND AND TECHNICAL DRAWINGS TO BE APPROVED BY PROJECT ARCHITECT OF RECORD
- PERFORMED MATERIALS RESEARCH FOR ARCHITECTURAL FINISHES
- PERFORMED CONSTRUCTION ADMINISTRATION: ASSISTED OVERALL COORDINATION OF CONSTRUCTION PHASES AND SCHEDULING

NATURE AND DISCOVERY CENTER MYLES STANDISH STATE FOREST, PLYMOUTH, MA FEB. '15 - DEC '15

FELLOW FOR THE BAC'S GATEWAY INITIATIVE AND COLLABORATIVE PROJECT

- WORKED CLOSELY WITH THE DEPARTMENT OF CONSERVATION AND RECREATION (DRC), THE SOUTHERN MASSACHUSETTS PINE BARREN ALLIANCE, AND FIVE BAC STUDENTS DEVELOPING A DESIGN PROPOSAL AND SHOP DRAWINGS OF A VISITOR CENTER FOCUSING IN EDUCATIONAL, CULTURAL, AND RECREATIONAL PROGRAMS WHILE PRESERVING THE MYLES STANDISH STATE FOREST ECOSYSTEM

EDUCATION:

MASTER OF ARCHITECTURE, BOSTON ARCHITECTURAL COLLEGE (NAAB ACCREDITED)

MAY 2017

BACHELOR OF ARCHITECTURE, UNIVERSIDAD IBEROAMERICANA, SANTO DOMINGO, DOM. REP.

NOV. 2006

SOFTWARE:

- AUTODESK AUTOCAD
- AUTODESK REVIT
- RHINOCEROS, SKETCH UP
- VECTORWORKS
- ADOBE CREATIVE SUITE CS6 (PHOTOSHOP, INDESIGN, ILLUSTRATOR)
- MICROSOFT OFFICE (EXCEL, POWERPOINT, PUBLISHER, WORD, PROJECT)