

## Matthew J. Schmuhl

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### CAREER SUMMARY

A highly versatile Project Manager with diverse experience in construction, facility management and contract negotiations. Demonstrates a calm and efficient manner when under pressure to meet deadlines. A creative and analytical thinker who makes certain the job gets done, on time and under budget. Professional project team leader who is comfortable using empowerment and participative leadership to reach maximum effectiveness. Recognized by several national publications for industry leadership. Specific expertise in the following:

- Scope development with value engineering
- Time schedule with monitoring
- Cost budgeting with control
- Managed risk planning and monitoring
- Project tracking systems
- Project plan execution
- Work details and specifications
- Partnerships and worker alliances
- Bid analysis with contract review
- Code compliance

### PROFESSIONAL EXPERIENCE

#### **DOTS, LLC - Solon, OH**

**2007 - 2009**

*Retailer of women's clothing with over 400 stores in 24 states on the East coast and Midwest.*

#### **Construction Project Manager**

Managed new construction, raw shell, build outs and white box build outs.

- Implemented new prototype design including two (LEED) compliant developments and managed \$2 million in annual construction budgets.
- Instituted an energy saving program in (25) new stores, which resulted in no projects' HVAC system freeze ups and reduced maintenance cost by \$20,000 over the past two years.
- Consistently led the organization with the most below budget, on time completion of projects.
- Featured in *Retail Construction Magazine* November/December 2008 issue, Construction Project work responsibilities for Dots, LLC.
- Selected projects include:
  - Project in Philadelphia, PA. Park West Centre: Community redevelopment with government monies required specific local union minority trades, (WMBE), which required a bi-weekly site visits to ensure labor compliance to all federal agency and local supervisory documentation.

#### **FAMILY DOLLAR STORES - Charlotte, NC**

**1996 - 2007**

*Deep discount department store chain with over 6000 locations nation-wide.*

#### **Regional Construction Manager**

Managed new construction, renovations and special project development, with 500 new store openings.

- Awarded department's highest achievement for most store openings in 2006.
- Worked in an ever-changing geographic territory to manage all aspects of construction projects including ground-up, build-to-suit, company-owned sites, existing sites including renovations. Managed \$3 million annual construction budgets.
- Improved project life by redesigning systems within the project for a longer operating duration thus reducing maintenance costs. Instituted customer changes in stores to comply with (ADA) code.

**FAMILY DOLLAR STORES** (continued)

- Published in trade magazine, *Facility Management Magazine* in 1997 issue, for cost saving recommendations for mechanical HVAC industries to streamline on-site repairs.
- Collaborated with eight other departments on several corporate projects on the development of time reduction systems which have been implemented over several years at Family Dollar Stores.
- Selected projects include:
  - Project in Detroit, MI Tireman St.: Consultant to client's ground up project including management of general contractor with all trades in project execution. Identified risk issues early on and mediated to minimize additional costs. Navigated client's project through inspections and meeting all deadlines. Opened store on time and to client's expectations.
  - Project in Detroit, MI, Gratiot Ave: Fire restoration project completed in 10 days, ahead of schedule and under budget. Managed complete fire restoration of highest volume property in company including 24/ 7 scheduling and supervision of all phases of project management including direction of contractor.

**OFFICE MAX, INC. - Warrensville Heights, OH****1990 - 1996***Retail office supply chain with over 500 stores nationwide.***Construction and Facility Manager**

Managed all construction and maintenance including contract negotiation for specialty services.

- Responsible for 60 new projects annually including remodeling of 65 acquired properties.
- Implemented new design concepts for construction build-outs specifications.
- Presented potential real estate sites for review with executive committee for their consideration.
- Directed outsourced facility management, including corporate specialty projects for parent company.
- Initiated and wrote company adopted training manuals for field personnel, regional offices and corporate headquarters including all (ANSI) and (OSHA) work guideline requirements.
- Selected Projects Include:
  - Xerox Contracts: Negotiated multi-million dollar cost generating contracts for company including writing all specifications and conditions that the vendors must follow.
  - Office Warehouse/Office Square & OfficeMax Headquarters Acquisitions: Corporate team leader for renovating projects of acquired properties over several years for property acquisitions.

**EDUCATION**

Bachelor of Science Business Administration, Retail Management & Marketing  
Bowling Green State University  
Bowling Green, OH

**PROFESSIONAL DEVELOPMENT**

Project Management and General Management workshops  
MS Project, Prima Vera, MS Office, Excel, Word and Communication classes  
Horizon Centers and Rock Hurst University, Cleveland, Ohio  
Functional Technology and Business Training  
Commercial electrical classes 1&2, NEC, NFPA compliance  
Lorain County Adult evening classes  
Oberlin, OH