



City of Hartford - Human Resources Department Project Manager

SALARY	\$70,826.08 - \$91,062.14 Annually	LOCATION	CT 06103, CT
JOB TYPE	Full Time	JOB NUMBER	01229 (Re-Issue 05/22/2023)
DEPARTMENT	Multiple Departments	OPENING DATE	04/21/2023
CLOSING DATE	5/24/2023 5:00 PM Eastern		

Description

Currently there are six (6) different vacancies in multiple departments within the City of Hartford. **This posting can be used for future vacancies within multiple departments.** Under general direction, develops policies, procedures, strategies and plans. Leads or assists in the administrative management of a major program that has a significant impact on the functions of the assigned Department. Compiles data, analyzes information, prepares reports and makes recommendations. Prepares and makes presentations, including written and graphic information. Provides information and data to other departments, City administration, City Council and other entities. Makes recommendations on process improvement and cost reduction strategies and opportunities. Provides training and education in and coordinates activities of the assigned program. May ensure contract/vendor compliance with defined goals, requirements and targets by monitoring programs/services. Performs related work as required.

Distinguishing Characteristics

This classification is used in multiple, diverse departments. All duties, responsibilities, knowledges, skills, abilities and qualifications will be at the same level, but will vary on subject matter according to the area of assignment within the department where the position is located. In addition, all positions will perform essential core duties and responsibilities and possess core knowledge, skills and abilities..

This is a HMEA Union position. The hours of work are 40 per week and the above salary includes 5% in lieu of overtime.

Knowledge, Skills & Abilities

The examination will consist of a rating of your training and experience as contained on your application and may include a written test, an oral test, a performance test or a combination thereof. All parts of the examination, including tests and ratings, will be related to the requirements of the position. The examination is designed to measure considerable knowledge of Public administration, management principles and practices; Federal, state and municipal laws and regulations related to project activities; The principles and practices of the assigned department; Data analysis techniques and approaches. Skill in performing complex analyses and research independently; Communicating clearly in both oral and written form; Utilizing Microsoft Office products, including Word, Excel and PowerPoint. Ability to plan, assign and supervise the work of subordinate professional personnel; Coordinate program activities with other departments, government agencies and entities; Collect, compile and analyze data, and to make presentations in oral, written or graphic form; Apply

contractual language, as needed, to work to ensure compliance; Establish and maintain effective working relationships with government officials, business representatives and the general public.

Qualifications

Open to all applicants who meet the following qualifications:

Bachelor's Degree from an accredited college with major coursework in Public Administration, Business Administration, Economics, Public Policy, closely related field or a major related to the area of assignment **AND** three (3) years of full-time, responsible professional experience significantly related to the below areas of assignment:

Department of Public Works (2 Vacancies):

Bachelor's Degree from an accredited college with major coursework in: Public Administration, Business Administration, Civil Engineering, Construction Management, Architecture, or a closely related field.

Professional Experience: Three (3) years of full-time, responsible professional experience significantly related to Construction Management, Planning, Civil Engineering, or Architecture.

Development Services - Economic Development (1 vacancy):

Bachelor's Degree from an accredited college with major coursework in: Economics, Public Administration, Business Administration, Urban Planning, Political Science, Project Management, Law, Construction Management, or a closely related field.

Professional Experience: Three (3) years of full-time, responsible professional experience in Economic Development, Planning, Construction Management, Real Estate Development, Real Estate Sales, and Facility/Property Management.

Finance (2 Vacancies):

Procurement (LEAN) Division

Bachelor's Degree from an accredited college with major coursework in: Business Administration, Accounting, Finance, Economics, or a closely related field.

Professional Experience: Three (3) years of full-time, responsible professional experience in Procurement (preferably in Lean/Cost reduction & Process Improvement).

Tax Collection Division:

Bachelor's Degree from an accredited college with major coursework in: Business Administration, Accounting, Finance, Economics, or closely related field.

Professional Experience: Three (3) years of full-time, responsible professional experience in accounting preferably in tax collection and/or budget management.

Health and Human Services:

Bachelor's Degree from an accredited college with major coursework in: Social work, Public Health, Education or a closely related field.

Professional Experience: Three (3) years of full-time, responsible professional experience in grants, housing development, or contract compliance.

In the absence of a four-year degree, full-time, professional direct experience in the specific area of assignment listed above may be substituted for the above educational requirement on a basis of one (1) year of experience for each year of the educational requirement.

A COPY OF YOUR DEGREE OR TRANSCRIPT MUST BE SUBMITTED WITH YOUR APPLICATION. A DEGREE OR TRANSCRIPT SUBMITTED WILL BE VERIFIED BY THE HUMAN RESOURCES DEPARTMENT.

HARTFORD RESIDENCY PREFERRED: A completed [CITY OF HARTFORD RESIDENCY AFFIDAVIT](#) including proof of residency as indicated on the RESIDENCY AFFIDAVIT may be submitted.

APPLICATION MUST BE COMPLETED IN ITS ENTIRETY, INCLUDING REQUIRED DOCUMENTATION. APPLICATIONS WITHOUT PROPER DOCUMENTATION SHALL RESULT IN YOUR DISQUALIFICATION.

APPLICATIONS VIA FACSIMILE OR EMAIL ARE NOT ACCEPTED AND WILL RESULT IN YOUR DISQUALIFICATION

Other Information

If selected, you will be required to pass a physical examination administered by a City physician, a drug and alcohol screening examination, and a background check. If appointed, you will serve 3-12 months of probation. This examination and employment process is subject to all federal, state, and municipal laws, rules and regulations.

ALL CORRESPONDENCE AND INFORMATION CONCERNING THE APPLICATION AND TESTING PROCESS WILL OCCUR THROUGH EMAIL, UNLESS OTHERWISE REQUESTED AT THE TIME OF APPLICATION.

VETERAN'S PREFERENCE:

Preferential Points may be given to Eligible Veterans. Must submit a [Veteran's Preference Form](#) along with a DD214 and Disability letter (if applicable) from the Office of Veteran's Affairs.

The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Hartford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, veterans and persons with disabilities.

Agency

City of Hartford - Human Resources Department

Address

Human Resources Department
550 Main Street
Hartford, Connecticut, 06103

Phone

860-757-9800

Website

<http://www.hartford.gov>

Project Manager Supplemental Questionnaire

***QUESTION 1**

I have attached a copy of my high school diploma/ degree/transcript. (I understand this is required to be considered for this position and not attaching my degree/transcript will deem me not qualified).

- ☐ Yes
☐ No

***QUESTION 2**

Based on your past experience, please give an example of a project you managed? What challenges did you face?

***QUESTION 3**

How proficient are you in using Microsoft Excel? What functionalities do you use the most?

***QUESTION 4**

In your most recent related position, what is your most significant contribution to the team, program or a project?

* Required Question

OBJECTIVE

Self-motivated professional with an affinity for sustainability and driving impact seeks to pursue transformative change in organizations to build equitable, resilient, and sustainable communities.

RELEVANT SKILLS

- Advanced degree in Environmental Policy; concentration in Energy and Sustainability
- 13 years of program, project, and operations management experience in the energy, retail, construction industries, and municipal government
- Lifecycle analysis and sustainable supply chain management of energy-efficient products
- Self-motivated professional with an affinity for sustainability and driving impact seeks to pursue transformative change in organizations to build equitable, resilient, and sustainable communities.
- Stewardship of utility rate-payer energy efficiency programs through MassSave and Ameren Illinois
- 14 years of achieving portfolio objectives and providing value-driven client/customer service
- Management of climate adaptation, resilience, and mitigation measures that impart social equity, economic development, and public health to city and regional stakeholders
- Legislative monitoring and integration of policies into program design to maintain overall objectives
- Deployment of strategies to secure grant funding, steward existing funding, and manage procurement requests for proposals (RFP/Qs) to execute contracts.
- Strong aptitude in research, data extrapolation, and analysis; well-adept in systems thinking
- Adherence to and implementation of reporting framework to disclose environmental information to stakeholders
- 10 years of business administration and management experience in a supervisory capacity
- Functions well as an intermediary in a global matrix organization between diverse groups of people
- Well adept at serving as subject matter expert and establishing program credibility amongst diverse stakeholders
- Refined capabilities in cultivating and maintaining diverse stakeholder relations with government agencies, municipal departments, city council, houses of worship, communities, businesses (banks, retailers, restaurants), NGOs, supply chain vendors, utilities, and business stakeholders
- Computer Skills: Microsoft Office Suite, Microsoft Project, Tableau, CAD, Eagle Point, and MUNIS

EDUCATION

Master's of Applied Science in Environmental Policy and Management Conc. Energy and Sustainability, University of Denver, March 2015, GPA 3.93.

Bachelor's of Science and Technology in Plant Science, State University of New York at Cobleskill, December 2009, GPA 3.82.

Associate's of Science and Technology in Landscape Contracting, State University of New York at Cobleskill, December 2008, GPA 3.87.

COMMUNITY EXPERIENCE

Massachusetts Interfaith Power and Light, Volunteer, Newton, MA

2017 to 2019

Organization Aids houses of worship in becoming energy efficient and attaining building certification.

- Examined building systems (mechanical, envelop, etc.), analyzed utility bills, and observed use patterns to identify energy conservation opportunities;

- Partnered with industry specialists as well as church, community leaders, and community stakeholders to develop, facilitate, and implement energy conservation programs; and,
- Developed social media campaign strategies.

Calvary Baptist Church, Community Events Coordinator, Volunteer, Haverhill, MA **2019 to 2021**
Served as the Gospel Block Party Coordinator at Calvary Baptist Church

- Conducted an annual community-wide event.

Direct Care Associate, L'Arche Boston North Irenicon, Employee, Haverhill, MA **2019 to 2022**
Partner with the Department of Developmental Services to support adults with developmental disabilities in the Merrimac Valley Community.

- Adapted to changing conditions within the community, understood a wide range of health conditions, and implemented methods to enhance the quality of life of individuals;
- Served as a personal advocate during occurrences of adverse health conditions; and,
- Deployed innovative solutions to minimize behavioral and medical incidents.
 - Averaged 45 hours per week

WORK EXPERIENCE

Jun. 2022- Present

Director of Sustainability, City of Hartford, Hartford, CT

Manage the design, implementation, evaluation, and modification of the City's Climate Action Plan (CAP) focused on climate mitigation, adaptation, and resilience in the areas of energy, landscape, transportation, water, waste, food to impart social equity, economic development, and public health.

- Establish and maintain a distinctive vision of the Office of Sustainability;
- Develop implementation strategies that align with the Administration's (Bronin and Arulampalam) requests, state and federal greenhouse gas reduction emission targets, emerging technology, policies (local, state, federal), available funding, and the community's lived-experience;
- Advise the Mayor and city officials on climate and sustainability issues;
- Monitor and support sustainability-related bills at the local, state, and federal level;
- Coordinate internal and external stakeholder working groups to achieve key outcomes in city plans (CAP, Hazard Mitigation, Plan of Conservation and Development, specific neighborhood plans, etc.), capital improvement projects, as well as sustainability-related initiatives and programs;
- Continuously adhere to, evaluate, and share the progress of city plans in comparison to climate/GHG governance reporting frameworks (Sustainable CT, ACEEE, CDP);
- Identify and pursue grant-funded resources through federal, state, and private entities, to support sustainability programs and initiatives;
- Cultivate and maintain relationships with public (government agencies, other municipalities, community and faith-based organizations, advocacy and environmental groups, elected officials, community leaders, charitable organizations, etc.) and private stakeholders (city departments, residents, unions, contractors, etc.) that support sustainability-related initiatives;
- Oversee department staff, on-call contractors, grant-funded entities, and interns to achieve deliverables outlined in executed contracts (PFF, T&M, FFP); and
- Maintain community outreach and engagement channels (social media, attend/conduct focus groups, public hearings, town halls, present at neighborhood meetings, etc.) to gather community feedback and input about

sustainability initiatives. Maintain community outreach and engagement channels (social media, attend/conduct focus groups, public hearings, town halls, present at neighborhood meetings, etc.) to gather community feedback and input about sustainability initiatives.

Jan. 2021 – Jun. 2022 **Deputy Residential Program Manager, Leidos, Peoria, IL**

Managed initiatives that focused on energy efficient upgrades and whole-house retrofit projects to low/moderate-income households and Community Action Agencies to meet energy savings goals.

- Planned, executed, and implemented the Community Action Agency (\$2.6 Million) and Home Energy Income Qualified (\$10.4 Million) channels in the residential energy efficiency portfolio.
- Achieved electric and gas savings targets within the prescribed budget, maintained compliance with statutes, develop visionary approaches to program offerings, and incorporate key stakeholder recommendations.
- Provided day-to-day operational leadership and oversight, as well as strategic guidance to program and subcontracting staff.
- Managed a team of Building Performance Institute (BPI) certified professionals, a network of Trade Allies (FFP, FPIF, and CPIF contracts), and 2 sub-implementors (T&M contracts) within the 43,700 square mile service territory to ensure portfolio deliverables were attained on schedule and within budget.
- Communicated portfolio status and performance, subcontractor performance, and other communications to client.

Nov. 2019 - Dec. 2020 **Project Management and Planning Operations Associate, TRC Companies, Inc., Marlborough, MA**

TRC Companies, Inc., an engineering consulting firm specializing in energy efficiency, environmental, and infrastructure markets, acquired the Lockheed Martin Distributed Energy division.

- All roles and responsibilities remain the same as listed below at Lockheed Martin Energy.

May 2018 - Nov. 2019 **Project Management and Planning Operations Associate, Lockheed Martin, Marlborough, MA**

Aided in the market transformation of energy-efficient products in the MassSave, National Grid Rhode Island, NHTSaves, Energize CT, and Efficiency Vermont residential lighting and products programs; residential gas programs for Berkshire Gas and Electric, Columbia Gas, Liberty Gas; and commercial foodservice equipment rate-payer funded utility programs.

- Oversaw aspects of ongoing projects such as multi-state-wide surveys, in-field quality assurance, and the execution of downstream energy efficiency program strategies to exceed filed and achieve stretch goals of 11 utility sponsors.

Mar 2012 - Jan. 2018 **Department Manager, Lowe's Home Improvement, Lowell, MA**

Managed a multi-disciplinary and cross-functional department that grossed \$1 million in annual revenue consisting of 12-15 associates.

- Applied expertise in business operations and management, supply chain management, purchasing, sales forecasting, project/program management, personnel development, and stakeholder relations to achieve target objectives and goals.
- Jan 2010 - Mar. 2012 **Live Nursery Sales Specialist**, Lowe's Home Improvement, Lowell MA
- Provided expertise in dendrology, plant pathology, physiology, integrated pest management, soil science, and botany to provide added value and achieve sales objectives.*
- Used proficiency in purchasing, sales forecasting, and program management (lowest district shrink (aggregate loss) from 2011-2012) to achieve sales goals.
- Aug. 2009 - Dec. 2009 **Mason Tenant**, Stonecorp, Cobleskill, NY
- Constructed an outdoor living space on Main Street in Cobleskill, NY*
- Installed hardscape elements including stone benches, planters, tables, landscaping, a brick-veneered stone wall, and an irregular bluestone patio.
- Aug. 2009 - Dec. 2009 **Planning Intern**, SUNY Cobleskill Planning & Facilities Management, Cobleskill, NY
- Served as a student ambassador in the preliminary stages of urban planning.*
- Used technical knowledge in stormwater management to re-design portions of planning design using GIS and CAD. Executed community outreach, market research, and project promotion.
 - Conveyed concerns and interests of the student body to the planning board.
 - Executed campus horticulture projects.
- Apr. 2009 - Aug. 2009 **Landscape Architecture Intern**, New Dimensions Outdoor Services, Gansevoort, NY
- Gained insight into the business aspect of the design/build process from conception to installation.*
- Refined skills in rendering software, construction administration, finance, project management, and the translation of customer's desires into a conceptual design that reflected their aesthetics.
- Apr. 2008 - Aug. 2008 **Landscape Architecture Intern**, Pellettieri Associates Inc., Warner, NH
- Perfected construction administration and project management skills in the installation phase of the design/build process.*
- Executed feasibility studies for properties in the floodplain areas, refined skills in rendering, and tactful client portfolio presentation.

SUMMARY:

Service oriented leader with experience in the private and public sector. Experience in municipal government, project development and implementation. Goal oriented, data driven decision-maker. Strong history of developing, marketing and implementing community outreach programs, employee volunteer engagement initiatives and other civic activities. Experiences and educational background provide opportunity to be an innovative leader and creative problem solver with diverse analytical and organizational skills.

EDUCATION

Master of Public Administration, <i>University of Connecticut</i>	2011
Certificate in Nonprofit Management, <i>University of Connecticut</i>	2009
Bachelor of Science, <i>Trinity College</i>	2003

PROFESSIONAL EXPERIENCE

Office of Mayor Luke A. Bronin, City of Hartford, CT 01/2016 – Present
Director, Office of Community Engagement

- Managed the development and launch of new City of Hartford website
- Established processes to provide access to basic needs funding for Hartford resident through office
- Secured \$10,000 in funding to establish Hartford's first "Adopt Your Block" Clean Up Trailer
- Developed programs to provide residents with access to City departments and available opportunities, to help local small businesses build brand and attract new customers
- Led four years of citywide United Way employee campaign and special events raising over \$30,000 in support of the Greater Hartford community
- Managed the realignment, reestablishment and ongoing maintenance of the City's customer management system Hartford 311
- Co-managed citywide mini-grant program supporting resident lead community beautification projects across all neighborhoods.
- Manage all facets of constituency complaints, correspondence, memorandums, and maintenance of constituent database
- Manage community liaisons and office support staff
- Develop and implement a constituency outreach strategy consisting of print, online, in-person and social media engagement efforts.
- Represent the Mayor's Office/City of Hartford at meetings, events and through active participation at community/neighborhood organized meetings,
- Ensure timely and professional response to all constituent requests for assistance made to the Mayor's office

Travelers, Hartford, CT 05/2015 – 12/2015
Senior Consultant, University Relations, Human Resources

- Managed existing and drove new programs to increase both brand awareness and competitive position at targeted colleges and universities

- Implemented and executed a strategic campus recruitment plan designed to attract, recruit, and retain top entry level candidates
- Established and maintained effective relationships with key college and university officials
- Partnered with business managers and generalists to determine objectives for hiring, executive involvement, and diversity efforts
- Provided competitive intelligence and recommendations
- Recommended, implemented, tracked, and analyzed relationship building activities

The Hartford Insurance Group, Hartford, CT

05/2004 – 05/2015

Staffing Consultant, University Relations, March 2014 – May 2015

- Developed recruiting relationships at assigned target recruiting schools; sourcing and recruiting for college level candidates for assigned business areas
- Managed the end-to-end recruiting process for one or more Leadership Development Programs
- Partnered with recruiters, staffing managers, and HR generalists supporting line of business to develop an understanding of college hiring needs
- Supported The Hartford's relationship as the Campus Manager at priority recruiting schools
- Represented The Hartford at campus recruiting events, including career fairs, info sessions, classroom visits, on-campus interviews and other special events
- Creatively sourced diverse candidates
- Established effective working relationships with colleges and professional organizations to ensure adequate supply of qualified talent
- Coordinated and managed the undergraduate summer internship program
- Handled standard job offers and salary negotiations.
- Developed deep knowledge of college recruiting processes and best practices
- Utilized recruiting tools and technologies
- Educated business, HR generalists, and talent management on college relations

Marketing Associate, October 2010 – March, 2014

- Created, managed and executed the Marketing & Communication Strategy for the Loss Control Organization and Hartford Financial Products
- Owned the overall design of Marketing & Communications strategy, including development of key positioning and messaging
- Created, implemented and executed the development of comprehensive, innovative, and measurable marketing strategies to support business objectives
- Provided thought leadership in selection and creation of appropriate tactics/marketing vehicles to meet objectives
- Provided project management leadership to develop, create and marketing initiatives and campaigns
- Provided support for special projects initiated by Sales/Marketing management
- Coordinated logistics for agent/broker events
- Maintained strong working relationships with key business partners, internally and externally

Executive Assistant, December 2007 – October 2010

- Assist with team projects as requested by SVP of Middle Market organization
- Processed sensitive and confidential information
- Managed calendar of appointments and meeting requests

Janice C. Castle Resume (continued)

- Assisted in preparation of all materials for meetings, including presentations using current standard software programs
- Made travel arrangements and processed all necessary paperwork, including expense reports

Human Resources Coordinator, May 2004 – December 2007

Reporting and Analysis

- Developed comprehensive retirement and retention analyses
- Performed expense budget analysis for allocation and reconciliation
- Created comprehensive data reports for trending, Human Resources planning, and budget allocations
- Produced utilization reports for corporate giving to the Hartford Public School System, both in grants and scholarships, for the Annual Corporate Giving report

Program Management and Development

- Managed different aspects of the Actuarial Leadership and Student/Intern programs including communications, event planning, recruiting, facilities management, and training schedule
- Coordinated Actuarial High School Awareness Program outreach and partnership with local high schools
- Assisted former Vice President of State and Community Relations in strategic research to enhance the Hartford Public School System
- Organized Diversity and Inclusion sessions and developed implementation strategy

Human Resources

- Provided administrative and analytical support to Human Resources senior leadership
- Administered the compensation process by compiling and summarizing data for senior management
- Scheduled candidate interviews
- Coordinated offsite meetings, including curriculum development and facilities management

AWARDS AND ACKNOWLEDGEMENTS

Young Professional Award
West Indian Foundation

October 2019

Young Professional Honoree
National Urban League Young Professionals

August 2018

2018 Champion for Youth and Leadership Development
Alpha Phi Alpha Fraternity, Inc.

April 2018

Cornerstone Honors Recipient
16th Annual Vision Awards Gala, Charter Oak Cultural Center

April 2017

COMMUNITY SERVICE

Urban League of Greater Hartford -Young Professionals (ULGH-YP)
President

07/2014 – 06/2020

Janice C. Castle Resume (continued)

The Urban League of Greater Hartford Young Professionals is a volunteer auxiliary that targets young professionals ages 21-40 to empower their communities and change lives through the Urban League Movement. We support the Urban League of Greater Hartford and the National Urban League by providing our members with volunteerism, philanthropy and leadership development opportunities.

- Secured over \$40,000 in funding and in-kind donations to wards programs and community initiatives
- Lead the creation of signature programming
 - First Day, the Right Way! Back to School Backpack Giveaway and Community Event. - designed to proactively and productively address the economic disparities that remain prevalent within our communities. At this event, students receive a backpack filled with school supplies to hopefully get them through the school year – over 2000 distributed through presidency
 - Annual Citywide Toy Distribution – Toys and gifts are collected in partnership with the local police and fire department and distributed to Hartford families – over 7000 in toys/holiday gifts distributed through presidency.
 - Annual STEAM Career Expo - designed to expose students within Greater Hartford to career opportunities and professionals working in the STEAM fields through hands-on, exploration and interactive exhibits – over 300 students engaged over the last 4 events.
- Executed and implemented stratifies related to the overall goals of YP and the Urban League
- Led and provided direction to Executive Leadership Committee including but not limited to professional development, community service, activities, public relations, and membership
- Developed and cultivated professional working relationships with other organizations, community leaders and businesses

Other Volunteer Initiatives

- Board Member – Rebuilding Together Hartford
- Board Member – West Indian Foundation

Samuel J. DeCarlo

Connecticut • 860.966.7476 • sam.decarlo@gmail.com

EXPERIENCE

Our Piece of the Pie, Inc. Hartford, CT

July 2020 – Present

Director of Workforce Initiatives

- Manage two Supervisors that oversee ten staff
- Responsible for creating and implementing improved program design in order to maximize capacity and provide an all-inclusive approach for participants
- Responsible for leading department to meet outcome goals in order to renew contracts and put agency in position to attain increased funding
- Maintain positive and productive relationships with funders, partners, and stakeholders
- Monitor data and ran reports for funders and future stakeholders and partners
- Maintain contract budgets and ensuring money was spent and allocated appropriately

Our Piece of the Pie, Inc. Hartford, CT

November 2017 – June 2020

Director of Youth Service Corps

- Supervised department of six staff members and ensured agency values and policies were being adhered to
- Oversaw Mayor Luke Bronin's initiative program in partnership with various city departments
- Led department to meet recruitment and outcome goals in order to renew contracts and put agency in position to attain increased funding
- Maintained positive and productive relationships with funders, partners, and stakeholders
- Monitored data and ran reports for funders and future stakeholders and partners
- Maintained contract budgets and ensuring money was spent and allocated appropriately
- Managed various service learning projects in partnership with city departments, community-based organizations, and schools

Our Piece of the Pie, Inc. Hartford, CT

April 2012 – October 2017

Supervisor of Workforce Development

- Supervised department of six staff members and ensured agency values and policies were being adhered to
- Oversaw agency's Pathways to Career Initiative connecting youth to career paths in Manufacturing, Allied Health, and Insurance.
- Motivated department to meet recruitment and outcome goals in order to renew contracts and put agency in place to attain increased funding
- Oversaw Summer Youth Employment and Learning Program consisting of supervising twelve staff members, up to 75 partner worksites and serving over 500 youth
- Maintained positive and productive relationships with funders, partners, and stakeholders
- Built capacity in department by increasing employer relationships
- Monitored data and ran reports for funders and future stakeholders and partners
- Maintained contract budgets and ensured money was spent and allocated appropriately

Our Piece of the Pie, Inc. Hartford, CT

April 2008 – March 2012

Workforce Development Specialist/Youth Business Instructor

- Facilitated Career Competency Development Training workshops to increase employability skills of youth
- Researched and solidified worksites within the community for youth employment placements
- Placed successful youth into internships and monitored their performance
- Entered case notes of all efforts and outcomes into database on a daily basis
- Created lesson plans and daily activities to ensure program benchmarks were accomplished.
- Coordinated field trips, guest speakers, and trainings for participants.

EDUCATION

Central Connecticut State University New Britain, CT
Bachelors of Art in Graphic Design/Information

December 2009

ASSOCIATIONS

National Association of Workforce Development Professionals

July 2017 – June 2020

Board Director for State of Connecticut

Certified Workforce Development Professional

Frank Dellaripa
37 Robbinswood Drive
Wethersfield CT 06109
Office Phone (860) 757-9975
Cell Phone (860) 209-1308
Email- fdellaripa@gmail.com
Email- frank.dellaripa@hartford.gov

CAPABILITIES: Experienced in leading people, managing budgets and schedules with the emphasis on delivering successful projects; provide technical oversight for facility improvements including water and wastewater treatment plants, pump stations, storage tanks and other buildings under construction. Program management assistance for multi-million dollar projects including technical review, process automation, planning, cost estimating and control, permitting and construction.

Customer service, focus on dealing with people to resolve problems and address concerns for external and internal customers. Developing management practices to promote business efficiency and improved production. Assist the City of Hartford in developing solutions to their road surface problems, private property issues and other field type concerns associated with water and sewer infrastructure.

EXPERIENCE 2017-PRESENT: City Engineer/Assistant Director of Department of Public Works for the City of Hartford. Oversee the City's infrastructure including streets, traffic signal controls, sidewalks, flood control system, facilities, schools, parks and bridges. Responsible for issuing permits for work within the public right of way. Oversee the GIS system and the Traffic Control Signalization for the City, line striping and street signage. Additional responsibilities include Director of the Greater Hartford Flood Commission which oversees the flood control system for the City. Manage a staff of 15.

EXPERIENCE 2003-2017: Manager of Construction Services at the MDC, Hartford Connecticut- Re-engineered this department by developing a construction management organization utilizing construction managers, supervisors and inspectors; total group consists of 35 people. Set standards to improve tracking and measuring of projects. Automated inspectors field documents using laptop computers to standardize data collection. Assist in the 1.6 Billion dollar Clean Water Project construction oversight.

EXPERIENCE 1999-2003: Manager of Construction Engineering and Utility Services in the Engineering and Planning Department at the Metropolitan District (MDC), Hartford, Connecticut. Responsible for overseeing a technical staff of forty, two assistant managers and one Manager of Utility Services that comprises half of the Engineering and Planning Department. The two groups combined were charged with inspecting construction projects and servicing external customers regarding water and sewer utility concerns. Combined

operating budget was as high as \$2.7 million. Responsible charge for both the mandated Call-Before-You-Dig and Cross-Connection-Control programs.

EXPERIENCE 1998-1999: Manager of Construction Engineering in the Engineering and Planning Department at the Metropolitan District (MDC), Hartford, Connecticut. Responsible for overseeing 20 technical staff and one assistant manager involved in the construction of multi-million dollar water and sewer projects. Operating budget averaged \$2 million.

EXPERIENCE 1988-1998: Program management and design engineer for \$40 million water pollution control facility expansion. Projects include incinerator upgrade, biosolids handling systems and odor control. Responsible charge for each project included facility planning, design and construction management. Supervised three design consulting firms; resident engineers; and construction managers.

Project manager for the planning, design and construction of two water pollution control facility expansions- \$26 million total costs; responsibilities include all technical and financial coordination. The East Hartford facility was profiled in the MDC annual report. Safety and environmental upgrades to the facility were performed during this project. Additional responsibilities included working together with DEP to define permit limits for the plant effluent. Supervised the design consultant and the construction management firm for the plant upgrade.

Developed Capital Improvement Projects for an \$80 million "Connecticut River Cleanup Program" including project fund allocations, grant and loan financing, managerial accounting.

Coordinated health and safety improvements for facility personnel and developed emergency response plans including improving plant radio based alarm systems.

Coordinated equipment operator's training. The training included writing operation and maintenance manuals and conducting equipment startup procedures.

Negotiated NPDES permit compliance with the DEP. This included reviewing consent orders issued by the DEP and reaching agreement on due dates and required activities.

Developed specifications and secured financing for the removal of lead and asbestos covered equipment and replacement of underground fuel oil storage tanks.

Wrote and published legal notices and conducted public hearings for environmental and construction projects. These projects included chlorination/dechlorination of plant effluent, odor control and sewer system evaluation surveys.

Conducted field visits to municipal bond agencies to improve the MDC financial rating.

1982-1988: Research engineer at the Naval Civil Engineering Laboratory, Port Hueneme California.

Provided technical support for NAVFAC; responsibilities included research and construction of: ship moorings, land based fueling tactics and coastal development. Published various technical reports.

Provided technical support for Ports and Harbors Division to maintain ship channel depths using advanced technologies.

Deployed and retrieved metering devices in Adak Alaska to measure water currents in support of a geothermal project.

Authored technical reports for NAVFAC based on experimental findings and field tests.

Active or Past member on the following committees:

Adjunct Professor at CCSU in the School of Technology

Building committee member for Keene Foundation 9/11 Memorial

School building committee for Town of Wethersfield, \$85 million project

ACCE visiting team member to assess construction management programs at various universities

Town of Wethersfield Commissioner for Zoning Board of Appeals

Member of Wethersfield Town "Civic Participation Program"

Metropolitan District Commission Affirmative Action Advisory Group

Metropolitan District Commission, chairperson for the Standards Committee. This committee develops material standards for the District's infrastructure. The committee edits and updates a materials list for water and sewer design

Metropolitan District Commission, spokesperson for the "Getting Competitive Team"

Selected to facilitate a "Covey Leadership" workshop for the District

Selected to present "Municipal Project Delivery Systems in Construction" at an ASCE Connecticut seminar

President of Wethersfield Little League- 5 years

ACADEMICS: MS Management- Rensselaer Polytechnic Institute (Hartford Graduate Center), 1995.

MS Ocean Engineering- University of Florida, 1982

BS Civil Engineering- University of Rhode Island, 1980

LICENSE: Connecticut Registered Professional Engineer. Connecticut Water Distribution Systems Class III.

Paul M. Drummey

(860) 394-8156

pdrummey37@gmail.com

Professional Experience

City of Hartford, Office of the Chief Operating Officer

December 2022 – Present

Director of Capital Projects and Operations

- Establish and update policies and procedures for the City of Hartford Capital Improvement Plan.
- Responsible for the annual capital budget approval process; and programming the appropriated funding for the five capital asset classes (schools, infrastructure, facilities, parks, and transportation)
- Manage the city planners, architects, engineers, and project managers;
- Responsible for the formulation of project budgets, schedules, and cash flows for capital projects;
- Responsible for facilitating design and contractor requests for qualifications and proposals (RFQ/P) with the procurement department. Responsible for RFQ/P submission reviews and interviews;
- Responsible for facilitating the design process with the stakeholders and end-users.
- Responsible for stakeholder/end user communication. Establishing project specific policies and procedures for lines of communication.
- Oversee the owner consultant procurement processes (i.e. environmental, structural third party review, move management, etc.);
- Manage the oversight and/or management of project schedules, quality assurance, quality control, change order review, cost estimating, and construction of all capital projects.
- Build relationships with state departments and agencies to seek opportunities available to the City of Hartford;

City of Hartford, Department of Public Works

October 2021 – December 2022

Assistant to the Director of Public Works for Facilities & Energy

- Responsible for establish policies and procedures for the maintenance, renovations, and additions of city facilities;
- Responsible for ensuring that preventative maintenance and operating costs are planned and budgeted for as part of project development design development.
- Evaluate facilities to develop and implement plans to optimize energy management and energy conservation measures.
- Manage all areas of energy usage, conservation, and conversion within facilities;
- Support of the City's sustainability initiatives: Acting Sustainability Director until the permanent position is filled; Chairman of the Energy Improvement District Board of Directors (EID).
- Direct the City's energy consultant to perform feasibility studies on potential energy conservation projects (photovoltaic, fuel cell, battery storage, etc.), analyze energy usage, and advise on natural gas and electricity procurement;
- Responsible for engaging with the utilities (Eversource, United Illuminating, and Connecticut Natural Gas) to incorporate energy conservation measures into the projects;
- Advise City officials, agencies, boards, commissioners, and the public on facility and energy program/project matters.

Paul M. Drummey

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***CREC Construction Services Division, Hartford, CT
Capital Construction Owners Project Manager***

May 2014– October 2021

- Responsible for a portfolio of publically funded projects;
- Responsible for the selection and oversight of project Architects. Prepare Architect's Request for Qualifications and Proposals on behalf of the client. Prepare draft contract and assisted clients by negotiate scope, fee and contract terms. Review monthly payments for services completed and process invoices to ensure the terms of the contract were being met. Review construction documents and provide advice and comments to the client. Coordinated and monitored activities of various consultants within the design team and/or hired directly by the client and address issues that could potentially arise.
- Responsible for the selection and oversight of the project Construction Manager. Prepare CM Request for Qualifications and Proposals on behalf of the client. Coordinate various bid packages in conformance with client and State procurement procedures. Provide assistance to address questions that arise during the bid phase and ensure appropriate addenda are properly issued and received. Provide assistance to review bids and make recommendations for award of subcontracts or vendor purchases. Attend scoping meeting with each subcontractor and vendor to ensure a complete understanding of the work and appropriateness of the bid prior to award.
- Responsible for ensuring that project schedules are maintained by all parties. Review cost estimates generated by design and construction management teams.
- Update and regularly maintain a master schedule at various stages of the project.
- Oversee CM construction schedule, phasing, costs, subcontractor progress and coordination. Review all change order requests and advise the District of appropriateness. Obtain proper approvals and process contract and state documents.
- Assist the architect and CM to address questions and problems that arise during construction.
- Ensure that all inspections are made on schedule and are reported to the proper authority, including special inspections submissions real time to the Building Official. Maintain a complete file of all inspections made to be turned over to the appropriate District officials at the conclusion of the work.
- Review all payment certificates and process approved applications for payment.
- Responsible for facilitating project closeout by ensuring all warranties, operations and maintenance manuals, material and safety data sheets, environmental reports and disposal records, inspection reports, shop drawings, etc., are submitted to the client upon completion of the work.
- Complete all necessary forms for submission to the State for close-out of the grant and maintain records necessary for the State audit process. Apply for state reimbursement of eligible items on a regular basis. Assist in reviewing the records with the State auditor, answering questions or issues that may arise and defending all expenditures that can be considered eligible to the State auditor.

Paul M. Drummey

(860) 394-8156

pdrummey37@gmail.com

Trinity Contracting, LLC
Owner and General Contractor

March 2007 – May 2014

- Responsible for all aspects of residential project management, including a thorough understanding of the town/city permit process and applicable zoning requirements, all financial planning aspects of the project such as project take offs, procurement, and the scheduling and management of all subcontractors and tradesmen.
- Experienced with additions and remodels in compliance with the Americans with Disabilities Act including wheelchair accessibility requirements.
- Seasoned carpenter with experience in roofing, framing, wood/vinyl siding, windows, cabinetry, millwork, and trim.

Education

Central Connecticut State University
School of Engineering and Technology
Bachelors of Science in Construction Management

September 2013-May 2015

Capital Community College
Associates of Science, Cum Laude

January 2008-May 2013

Certifications

Completion of the Occupational Health and Safety Administration's Thirty Hour Training Course
(OSHA 30 Certified)

Paul M. Drummey

(860) 394-8156

pdrummey37@gmail.com

Project Portfolio

- Hartford Public Schools Renovation Program - \$1,012,500,000
 - Bulkeley High School; Budget - \$210,300,000; Scheduled Turnover Date- August 25'
 - Bulkeley High Central Administration; Budget- \$34,850,000; Scheduled Turnover Date- August 25'
 - Burns Latino Studies; Budget - \$55,400,000; Scheduled Turnover Date- July 25'
 - Betances Learning Lab Magnet School; Budget- \$66,800,000; Scheduled Turnover Date- August 27'
 - E.B. Kennelly School; Budget- \$80,200,000; Scheduled Turnover Date- August 27'
 - Fred D. Wish School; Budget- \$67,300,000; Scheduled Turnover Date- August 27'
 - Expeditionary Academy at Moylan School; Budget- \$94,571,305; Scheduled Turnover Date- August 28'
 - McDonough Middle School; Budget- \$59,859,491; Scheduled Turnover Date- August 28'
 - Parkville Community School; Budget- \$60,888,341; Scheduled Turnover Date- August 28'
 - S.A.N.D Elementary School; Budget- \$82,837,086
 - Maria C. Sanchez Elementary School; Budget - \$96,945,196
 - Montessori Magnet at Batchelder School; Budget - \$102,569,300
 - Stratford High School Additions and Renovations Project- \$125,000,000
 - North Stonington Center of Emergency Services- \$6,200,000
 - Darien High School Cafeteria Addition & Alterations Project - \$1,900,000
 - Rocky Hill High School, Rocky Hill, CT - \$50,000,000
 - Tolland Intermediate School Roof Replacement Project - \$1,700,000
 - Westbrook Energy Services Program - \$1,750,000
 - Essex Roof Replacement Project - \$1,800,000
 - International Magnet School for Global Citizenship, South Windsor, CT - \$33,000,000
 - Medical Professions and Teacher Preparation Magnet School, New Britain, CT - \$64,500,000
-

***Hartford Public Schools Renovation Program, Hartford, CT
Building Committee Chairman***

December 2022– Present

Program Cost: \$1,100,000,000

- Responsible for the selection and oversight of the Owner Project Managers (OPM), Architects, and Construction Managers. Prepare Request for Qualifications and Proposals in concert with Procurement. Prepare contracts, negotiate scope, fees, and contract terms. Review monthly payments for services completed and process invoices to ensure the terms of the contract were being met. Review construction documents and provide advice and comments. Coordinated and monitored activities of various consultants within the design team and/or hired directly by the client and address issues that could potentially arise. Oversee the formulation of bid packages; and confirm conformance with State and Local procurement procedures. Provide assistance to address questions that arise during the bid phase and ensure appropriate addenda are properly issued and received. Provide assistance to review bids and make recommendations for award of subcontracts or vendor purchases. Responsible for ensuring that project schedules are maintained by all parties. Review cost estimates generated by design and construction management teams. Update and regularly maintain a master schedule at various stages of the project. Oversee CM construction schedule, phasing, costs, subcontractor progress and coordination. Review all change order requests and advise the District of appropriateness. Obtain proper approvals and process contract and state documents. Assist the OPM, architect and CM to address questions and problems that arise during construction.

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Stratford High School Renovations and Additions Project, Stratford, CT
Senior Project Manager

January 2017– October 2021

Project Cost: \$125,000,000

On behalf of the Town of Stratford's Building Committee, was responsible for managing the project processes for their 225,000 sq/ft high school renovation and additions project. Careful not to assume risk, I coordinated, and appropriately directed, the design team, consultants, and the construction manager on a project related matters. Minded safety, schedule, budget, and budgets. Reported the updates to the building committee on a regular basis. Proactively coordinated with the Office of School Construction Grants & Review to make certain draw down submissions were accurate and payments were timely. This was a phased project with occupied space. Communicated and coordinated with the end users to make certain their day to day was not interrupted. Turn over coordination and closeout.

North Stonington Center for Emergency Services, North Stonington, CT
Project Manager

November 2017– June 2018

Project Cost: \$6,200,000

Managed the construction processes on a building that would be the station for the town's ambulance and fire departments. As owner's project management for the North Stonington Building Committee, the services provided included; managing the design process, estimating, budget control, oversight of the pre-construction process, change order review and approval, pay app review and approval, construction, and close out.

Darien High School Cafeteria Addition & Alterations Project, Darien, CT
Project Manager

November 2017– December 2018

Project Cost: \$1,900,000

Managing the construction processes for a new cafeteria addition located at the Darien High School. As owner's project management for the Darien High School Building Committee, the services provided included managing the design process, estimating, budget control, oversight of the pre-construction process, change order review and approval, pay app review and approval, construction, and close out.

Rocky Hill High School, Rocky Hill, CT
Superintendent

July 2015 – October 2017

Project Cost: \$50,000,000

Hired by the Rocky Hill Board of Education during the construction phase to oversee production, review change orders for acceptability, means and methods of trades and construction manager, to ensuring all items flowed smoothly. Maintained communications with town stakeholders to keep them informed of the daily progress on construction.

Paul M. Drummey

(860) 394-8156

pdrummey37@gmail.com

***Tolland Intermediate School Roof Replacement Project, Tolland, CT
Project Manager***

January 2017 - October 2017

Project Cost: \$1,700,000.00

Managed the construction processes for the Tolland Intermediate School Roof Replacement Project. As the owner's project manager for the Town of Tolland Building Committee, managed the hiring of the architect, formulation of the construction documents, invitation to bid, contractor evaluation and selection, project oversight, change order review and approval, pay app review and approval, and closeout. Responsible for the administering the school grants submission for state reimbursement.

***Westbrook Energy Services Program
Construction Manager at Risk***

November 2014 –September 2016

Project Cost - \$2,200,000

Hired by the Town of Westbrook to project manage the window replacement portion of the Energy Services Program. The design build construction method was used on this project. Design and construction management responsibilities on the \$900,000 window replacement project at the high school and elementary school. Responsibilities included: facilitating development of the plans and specifications; advertising the request for proposal; awarding the general contractor; facilitated the engineer stamped drawings, submittal review and approvals; construction oversight; and project closeout.

***Essex Connecticut Capital Improvement Projects, Essex, CT
Project Manager***

April 2015 - October 2015

Project Cost: \$2,300,000.00

Managed construction processes for the Essex Town Hall, Town Garage, and the Essex Elementary School Roof Replacement Projects. As owner's project manager, for the Essex Building Committee, I managed the hiring of the architect, formulation of the construction documents, invitation to bid, contractor evaluation and selection, project oversight, and closeout. Responsible for administering the school grant submission for state reimbursement.

***International Magnet School for Global Studies, South Windsor, CT
Project Manager***

September 2014– May 2015

Project Cost: \$31,000,000

Managed construction processes for the final phases of a new elementary school located in South Windsor Connecticut. Services provided included managing the design, bidding, and construction processes on the final phases of the project. Prepared and submitted all required state school construction grant documentation and project closeout material.

***Medical Professions and Teacher Preparation Academy, New Britain, CT
Project Manager***

September 2014– May 2015

Project Cost: \$64,500,000

Managed construction processes for the final phases of a new high school, located in New Britain, Connecticut. Services provided included managing the design, bidding, and construction processes on the final phases of the project. Prepared and submitted all required state school construction grant documentation and project closeout material.

MATTHEW KEITH

SUDBURY, MA 01776 | 860.301.7291 | MATTHEWCKEITH88@GMAIL.COM

A LEADER IN ENGINEERING PROJECT MANAGEMENT

A highly dedicated engineering project management professional who is incredibly passionate about emerging sustainable technologies and energy conservation within the building sector is seeking to broaden industry experience.

PROFESSIONAL EXPERIENCE

- Nearly 10 Years' Experience Managing Client Energy Conservation Projects in Excess of \$100M Annually
- Leads a Team of 10+ Associates That Are Responsible for All Major Milestones in Project Timeline
 - Initial Due Diligence Site Surveys, Preventative Maintenance & Sustainability Upgrade Recommendations
 - Project Management & Construction Capital Planning
 - Integrate Sourcing of OEM Equipment & Supply Chain Management
 - Development, Review, & Editing of Construction Drawing Set (Arch, MEP/FP, Refrigeration & BAS)
 - RFP Issuance/Award, Sub-Contract Issuance/Management, RFI Support, & Field Commissioning Services

COMMUNICATION EXPERIENCE

- Responsible for Synchronizing Client Representatives, Internal Project Staff, & External Vendors While Managing Expectations for Each Respective Party
- Confident Public Orator in Client/Team Presentations Who Can Establish Relatability, Earn Trust, & Demonstrate Conviction
- Clear & Concise Technical Writer Who Can Effectively Convey Pertinent Concepts/Details to Non-Technical Audiences
- Leadership Role in Seeking & Developing Business Growth Opportunities with New/Existing Clients, Sub-Contractors, Vendors, and Industry Partners

TECHNICAL EXPERIENCE

- Possesses Comprehensive Technical Aptitude & Design Experience
 - HVAC & Refrigeration Load Analysis/Equipment Selection
 - Equipment Specifications & Sourcing
 - Building Automation & Control Systems
 - Energy Incentive & Rebate Program Qualification
 - Piping & Instrumentation Diagrams
 - As-Built & Reverse Engineering Development
 - Review of Construction Drawings for All Trades (MEP/FP)
- Holds Extensive Knowledge of Construction/Project Management Best Practices
- Led Company Efforts on Developing New Enterprise Resource Planning (ERP) Systems
- Demonstrates High Proficiency with Multiple Software Platforms – AutoCAD, SolidWorks, Revit, BIM, MS Office, Microsoft Teams, Adobe Products, AirTable, and Others
- OSHA-30 Construction Safety Certified

MATTHEW KEITH

SUDBURY, MA 01776 | 860.301.7291 | MATTHEWCKEITH88@GMAIL.COM

BRIDGE ENERGY SERVICES - Woburn, MA

December 2022 - Present

Specializes in Energy Management & Energy Procurement in the Healthcare, Education, & Municipal Sectors – as well as Retail Franchise & Large Commercial/Industrial markets. Helps clients optimize their operations and achieve the best results from their energy assets. Delivers cost savings for customers through innovative energy procurement strategies. Provides clients with expertise on navigating sustainability and resiliency initiatives.

Vice President of Energy Projects | Present

- Provides Professional Client Representation & Expert Project Management Services
- Helps Clients Develop Personalized Sustainability & Resiliency Goals
- Offers Expert Project Management Services on Client Sustainability & Resiliency Initiatives, such as:
 - Sustainable On-Site Generation Strategies & Clean Technology (Microgrids, Fuel Cells, & Cogeneration)
 - Energy Efficiency & Electrification (Heat Pumps, EV Charging, Gas-to-Electric Conversions)
 - Site Commissioning & Infrastructure Upgrades (HVAC Commissioning)

CITY BUILDING ENGINEERING SERVICES - Burlington, MA

2014 - 2022

Specializes in Energy Management System Design, Refrigeration Design, Construction Management, and Facilities Management in the Retail Supermarket Industry. Seeks cost savings for customers through innovative design and maintenance strategies. Manages energy conservation initiatives, capital construction projects, and maintenance contracts for over 1,000 retail locations for multiple customers across the Eastern US.

Senior Manager of Mechanical Engineering | 2018 - Present

- Assigned to New England, New York Metro, & Mid-Atlantic Division Banners in addition to all secondary customer contracts. Responsible for developing innovative design and energy conservation strategies for all engineering projects. Routine communication with customers regarding project expectations, schedule, and budget are essential for positive customer relations and effective leadership of department. Reviews and authorizes all project estimates on new energy conservation initiatives and capital construction projects prior to presenting to client. Developed the primary business platform used for all internal project tracking and coordination. Leads weekly department meetings for internal collaboration within the company. Provides mentorship, support, and project oversight to a team of ten engineers and support staff. Directly reports to VP of Engineering.

Senior Engineer | 2016 - 2018

- Assigned to New England, New York Metro, & Mid-Atlantic Division Banners. Routinely led project design review meetings with customer, architect, electrical engineers, and contractors to coordinate scope ownership to limit potential for change orders during project implementation. Managed many aspects of capital construction projects including: development of engineering scope of work and equipment specifications, trade coordination, utility interconnections, permitting requirements, energy incentive/rebate qualifications, and project budget. Developed installation specifications and detail drawings to standardize construction quality. Acted as mentor to junior engineering staff.

Field Engineer | 2014 – 2016

- Assigned to New England & New York Metro Division Banners. Developed refrigeration design packages for proposed capital construction projects for inclusion with the RFP Process. Design packages included proposed refrigeration piping, system layout, and equipment schedules along with project schedule and other pertinent details/specifications. Acted as primary point of contact for all RFI submissions during construction phase.

MATTHEW KEITH

SUDBURY, MA 01776 | 860.301.7291 | MATTHEWCKEITH88@GMAIL.COM

EDUCATION

BACHELOR OF SCIENCE | 2014 | WENTWORTH INSTITUTE OF TECHNOLOGY

Mechanical Engineering

ASSOCIATE OF SCIENCE | 2010 | THREE RIVERS COMMUNITY COLLEGE

Nuclear Engineering Technology

REFERENCES

AVAILABLE UPON REQUEST

ZACHARY LERNER

MECHANICAL ENGINEER

PROFESSIONAL SUMMARY

Proven track record of quickly learning and adapting to new and complex situations. Eager to leverage a diverse range of talents including a positive attitude, willingness to learn, in addition to, excellent communication and problem solving skills. Strong desire to develop a career in robotics.

☎ (203) 841-6687

✉ lernerz@union.edu

🏠 8 Concord Court
Southbury, CT 06488

in [@Zachary-Lerner](#)

EDUCATION

BACHELOR OF SCIENCE, MECHANICAL ENGINEERING

Union College

August 2023

AREAS OF EXPERTISE

// SOFTWARE

Proficient in:

Engineering Equation Solver (EES)

Microsoft Office Suite

SOLIDWORKS

Skilled in:

Arduino

MATLAB

Python

Simulink

STAR-CCM+ CFD Simulation Tool

// PERSONAL

Written & Oral Communicator

Effective Listener

Confident Presenter

Problem Solver

Self Starter & Team Player

Group & Project Leader

Continuous Learner

ACTIVITIES

UC Pitcher, D3 Baseball Team,
2019 - 2021 (Recruited)

UC Club Baseball Team,
2021 - 2023

Volunteer, City Mission Soup
Kitchen, Schenectady, NY

WORK EXPERIENCE

Energy Systems Analyst

Bridge Energy Services, East Hartford, CT | November 2023 - Present

- Analyze and conduct feasibility assessments for Fuel Cell power generation projects
- Conduct performance and data tracking for energy systems for a wide variety of clients
- Assist with renewable energy projects with a main focus on solar array design and greenhouse gas emissions

MANUFACTURING ENGINEERING INTERN

MORSE WATCHMANS, OXFORD, CT | June 2022 - January 2023

- Built and rotated between teams producing key management systems — kept pace while assembling key boxes, attaching buffers, and calibrated CPU modules to spec
- Interacted with customer support team and product end-users during troubleshooting and client training calls

CIVIL ENGINEERING INTERN

CIVIL 1, INC. WOODBURY, CT | November 2019 - January 2020

- Supported engineers as they prepared designs for a 62,500 square foot airplane hangar at Waterbury-Oxford Airport
- Attended meetings between engineers, surveyors, and team managers troubleshooting issues and project timelines

ENGINEERING PROJECTS

MECHANICS: MECHANIZED SPHERE

DESIGN OF MECHANICAL SYSTEMS, SCHENECTADY, NY | Fall 2022

- Designed a sphere that can roll, turn, and jump through an obstacle course using two motors, a CO₂ tank, and a solenoid
- Presented and defended final design to a panel of machinists and field experts

KINEMATICS: STRING CRAWLER

DYNAMICS AND KINEMATICS, SCHENECTADY, NY | Spring 2022

- Spearheaded a 3 member team to successfully create a motorized apparatus capable of crawling across a string
- Exceeded professors expectations by becoming the first team in 3 years to have a fully operational final product

Yousheng Mao, PE, PTOE, RSP2I | *Traffic Engineering Services Manager*

Yousheng is responsible for providing technical, administrative and managerial traffic engineering services for the City. He plans, directs, supervises and reviews the work of the units in the Traffic Engineering Services Division of the Department of Public Works to provide professional engineering, planning, evaluation, design, advice, and assistance to City Departments and outside agencies regarding a variety of projects involving traffic.

Education

University of Kansas, Master of Science in Civil Engineering (2000)

Anhui University, China, Bachelor of Science (1989)

Experience

Prior to joining the City of Hartford earlier this year, he worked for multiple consulting firms for over 18 years in the capacity of specializing in corridor/intersection improvement study, traffic signal timing, traffic signal design, traffic safety study and traffic modeling/simulation. He is familiar with traffic signal management systems and traffic safety management process and possesses a strong background and experience applying critical thinking on both operation and safety.

Joseph Marsalisi

joseph.marsalisi@BridgeEnergy.com · (860)-282-4948 · 222 Pitkin St East Hartford CT

PROFILE

Highly motivated Renewable Energy Consultant, with a desire to see a more sustainable world. Detail oriented with great technical and personal skills that will contribute to your organization's goals and needs. Eager to apply knowledge and passion of the subject to assist moving toward more sustainable technologies, practices, and policies.

EXPERIENCE

April 2021 - Present

Director of Renewable Energy, Bridge Energy Services

- Interface between internal data analysts, clients, and vendors to seamlessly facilitate bids and value-added service requests.
- Investigate renewable feasibility opportunities through satellite technology and in person examination.
- Conduct financial modeling and sensitivity analysis of renewable generation assets (solar, wind, fuel cells, batteries).

April 2020 - March 2021

Energy Analyst, Bridge Energy Services

- Create market intelligence forecasting from technical, fundamental, and regulatory drivers to empower customer decisions.
- Analyze and audit large data sets of billing and consumption data to forecast multi-million-dollar utility budgets and identify anomalies and savings opportunities.
- Research new energy programs and incentives and translate and present to customers in a simplified manner.

April 2020 – January 2021

Sustainability Coordinator, Eastern Connecticut State University

- Authored the ECSU 2020 Climate Action Plan
- Collected, analyzed, and reported sustainability and campus energy data to multiple national reporting agencies
- Advised on renewable energy projects from a financial and carbon feasibility standpoint
- Supervised outreach projects and events to engage students and faculty on campus sustainability initiatives

August 2019 - April 2020

Renewable Energy Analyst Intern, Eastern Connecticut State University

- Performed data collection of various sustainability metrics campus-wide
- Responsible for the management and analysis of large datasets
- Conducted outreach to inform students and faculty of sustainability initiatives on campus

Summer 2019

Sustainable CT Fellow, Southeast Connecticut Council of Governments (SCCOG)

- Worked with local governments to implement sustainability into town planning processes
 - Completed 2019 Sustainable CT applications for six Connecticut towns
 - Gained useful insight into regional planning and town governments
 - Acquired valuable time management skills and a strong professional work ethic
-

EDUCATION

May 2020

B.S. Environmental Earth Science, Eastern Connecticut State University

Concentration in Renewable Energy Science, Minor in Astronomy Outreach and Public Presentation

- Cumulative GPA: 3.49 | Major GPA: 3.98
 - Dean's List: Spring 2017, Spring 2018, Fall 2018, Spring 2019, Fall 2019
 - Environmental Earth Science 2019 Academic Excellence Award
 - Sigma Gamma Epsilon National Honor Society in the Earth Sciences
-

SKILLS & CERTIFICATIONS

- | | |
|---|--|
| • AEE Renewable Energy Professional | • Confident public speaker |
| • Energy project identification and feasibility expert | • Detail and data-oriented approach to problem solving |
| • Specialist in energy project cashflow modeling | • Strong energy markets insight and accurate forecasting |
| • Skilled in RFP solicitation and deal negotiation | • Skilled in data analysis and querying |
| • Understand utility incentives and grant opportunities | • Expert in all Microsoft Office applications |
| • Knowledge of green building standards and practices | • Proficient with ArcGIS |

Joseph Marsalisi

joseph.marsalisi@BridgeEnergy.com · (860)-282-4948 · 222 Pitkin St East Hartford CT

PROJECT EXPERIENCE

Connecticut College – 730 kW Ground Mount Solar PV

- Completed full campus solar opportunity and feasibility analysis
- Secured 20-year incentive through Eversource Non-Residential Renewable Energy Solutions Program with one of highest awarded prices in the ‘medium’ incentive category
- RFPs design and release; RFP response analysis and recommendation

City of Stamford – City and Board of Education Rooftop Solar PV and Battery Energy Storage

- Completed solar opportunity and feasibility analysis of City and BOE buildings, identifying 6 priority sites
- Cash flow and risk scenario modeling
- Presentation to various city boards to achieve budget approval
- Secured six, 20-year incentives through Eversource Non-Residential Renewable Energy Solutions Program
- Advisement and support on achieving ITC and School construction grants

City of Hartford – Board of Education Rooftop Solar PV

- This project is ongoing with the City of Hartford with project completion likely in 2025 for the first of projects completed
- Opportunity and feasibility analysis was completed for all board of education (BOE) rooftops throughout the city
 - BOE buildings were selected to access school construction grant funds, reimbursing up to 95% of project cost
- A 425 kW AC incentive was awarded in the first round of the CT NRES program to Weaver Highschool
 - Expected project value is \$3.42 million over 20 years for this first of many anticipated projects

Montserrat College of the Arts – Complete Campus Solar PV

- A full campus solar opportunity and feasibility analysis was completed, identifying 8 buildings as potential project sites
- RFPs were solicited from a total of four developers and the top developer was chosen by equipment and work quality and cost
- Multiple campus stakeholder meetings were held; Bridge proctored many of these and educated on benefits and potential risk
- 25-year cashflow models were made for multiple deal options for cash purchase, PPA, lease, and midterm buyout
- Contracts were negotiated and signed for development of 244 kW DC solar across 8 buildings with a leading local developer

Microgrid and Resilience Planning for CT DEEP Grant Funding

- Applications for the CT DEEP Climate Resilience Fund were submitted for three clients
 - City of Hartford, Connecticut College, and Hartford Healthcare’s Charlotte Hungerford Hospital
- The need for microgrids at all three sites for both community and operational resiliency were identified and in alignment with the CT DEEP funding opportunity
- The needs were identified at each site and engineering solutions were identified that boost energy resiliency
- Community and engagement and vulnerability assessments were included as part of the holistic plan

ABOUT ME

My passion outside of work and school has always been to spend time outdoors. I enjoy much of my freetime hiking, mountaineering, snowboarding, rock climbing, SCUBA diving and anything else that involves outdoor activity. I enjoy filming and photographing these activities, the scenery I observe and also spend time dabbling in astrophotography. I love to share my passions with others and immerse myself in new hobbies that I discover along the way.

REFERENCES

Paul A. Torcellini, PhD
Eastern CT State University
torcellinip@easternct.edu
(860)-465-0368

Bryan A. Oakley, PhD
Eastern CT State University
oakleyb@easternct.edu
(860)-465-0418

James S. Butler, AICP
SCCOG
jbutler@seccog.org
(860)-889-2324

KORY MILLS

o 860-803-2408 o korymills508@gmail.com o

PROFESSIONAL EXPERIENCE

CITY OF HARTFORD

OFFICE OF THE CHIEF OPERATING OFFICER

Performance Manager, May 2022-Present

- Uses data to evaluate efforts and identify opportunities for improvement to better coordinate internal services, serve residents, and respond to organizational and community needs
- Works with senior leadership to define and maintain an overall vision, mission, and values for the organization, as well as key performance indicators (KPIs) to effectively measure and evaluate the results of strategic and operational goals
- Evaluates efforts and identify opportunities for improvement to better coordinate internal services, serve residents, and respond to organizational and community needs
- Coordinates and collaborates with department directors and managers to develop, track, and evolve the City's strategic approach to performance management work

OFFICE OF MANAGEMENT, BUDGET, AND GRANTS

Management Analyst, May 2017-May 2022

- Managed the budgets of City departments (Public Works, Health & Human Services, Development Services, Finance, Emergency Services & Telecommunications) by offering technical assistance with cost analysis, fiscal allocation, and budget preparation, as well as resolving budgetary issues
- Forecasted and performed comprehensive analyses of multi-year revenues/expenditures on a monthly basis
- Assisted in establishing the format & procedures by which the city leadership budget is submitted annually to City Council by reviewing department business cases, performance measures, and projected revenues/expenditures
- Evaluate budget requests from operating departments to establish new positions and expand programs/services by assessing performance measures and actual yearly spend
- Prepare analyses/savings estimates for confidential union negotiations
- Present fiscal information by creating/maintaining spreadsheets containing complex forms of Microsoft Excel data analysis, as well as various graphs and visual aids in Microsoft PowerPoint
- Monitor/prepare budget for various City of Hartford benefits (Workers Compensation, Insurance Claims etc.)

Internships

CITY OF HARTFORD

OFFICE OF MANAGEMENT, BUDGET, & GRANTS

Graduate Intern

August 2016 - April 2017

CONNECTICUT GENERAL ASSEMBLY

APPROPRIATIONS COMMITTEE

Legislative Intern

January 2015 - June 2015

EDUCATION

MPA, PUBLIC ADMINISTRATION

University of Connecticut, May 2017

BA, HISTORY AND LATIN AMERICAN STUDIES

Central Connecticut State University, May 2017

ADDITIONAL SKILLS

- Proficiency in Microsoft Excel (pivot tables, Vlookup, "If/then" Functions, etc.)
- Experience with Municipal Financial Services (MUNIS)
- Knowledge of City of Hartford Charter and Municipal Code
- Familiarity with already established City of Hartford projects & initiatives (Capital Improvement, City Fleet Replacement Schedule, etc.)

KATELYN E. PIDALA

90 Cypress St., Brookline, MA 02445 ▪ katelynpidala@gmail.com ▪ (845) 476-0267

EDUCATION

NORTHEASTERN UNIVERSITY, COLLEGE OF SCIENCE

Combined Bachelor of Science, Environmental Studies and Economics (Double Major)

- Honors: magna cum laude (GPA: 3.7/4.0)

BOSTON, MA

MAY 2023

PROFESSIONAL EXPERIENCE

BRIDGE ENERGY SERVICES

SUSTAINABILITY AND RENEWABLE ENERGY ANALYST

WOBURN, MA

JAN 2024 – PRESENT

- Collaborates in efforts for client decarbonization, ESG planning, and sustainability analysis
- Assists in Community Solar product and service management including developer and client interfaces
- Manages client's accounts with utility budget preparation and tracking, invoice auditing, and budget variance reconciliation
- Aides in customer billing reviews, data entry, client coordination, and overall program management

AEW CAPITAL MANAGEMENT

ESG ANALYST CO-OP

BOSTON, MA

JUL 2022 – DEC 2022

- Executed weeklong climate-focused event for 300+ employees, creating an internal relationship and ESG visibility
- Identified data gaps in Scope 3 emissions data to help manage and improve company's KPI improvement initiatives by benchmarking 45+ peer competitors' performances publicly displayed on their annual sustainability tracking and reporting
- Consulted weekly with associates and VPs of ESG to maintain accurate, auditable, and up-to-date ESG data
- Strategically helped monitor and reduce direct future furniture waste by constructing a dashboard of 50+ external furniture donation locations nationwide for the PE Acquisitions Team's toolkit on used on current and future properties acquired

CLIMATE JUSTICE AND SUSTAINABILITY HUB AT NORTHEASTERN

SOCIAL MEDIA AND MARKETING INTERN

BOSTON, MA

JAN 2022 – MAY 2022

- Influenced 2,000+ students, organizations, and key university stakeholders with digital platforms and meaningful content
- Implemented 15+ monthly campaigns released via Instagram, Twitter, Facebook, and LinkedIn pages with content such as current events, innovative programs, on-campus sustainability initiatives, engagement, monthly newsletters, and holidays
- Designed campus sustainability initiatives and created informational content on platforms such as Canva and Vimeo
- Organized panel discussion of Boston and Northeastern climate leaders joined by 100+ students and community members

TURNER CONSTRUCTION COMPANY

PROJECT MANAGEMENT CO-OP

BOSTON, MA

AUG 2021 – DEC 2021

- Managed the procurement, engineering, and sustainability initiatives in the completion of a \$185M renovation project
- Compiled project progress data on 50+ metrics and KPIs of weekly and quarterly update reports for key stakeholders
- Led environmental design research and helped file the necessary project certifications to ensure sustainable best practices
- Fronted a project mapping out the sustainable HVAC market to reduce the new building's energy consumption by 15%

EXTRACURRICULAR ACTIVITIES

THE BOSTON CONSULTING GROUP (BCG) VIRTUAL EXPERIENCE

CLIMATE AND SUSTAINABILITY PROGRAM PARTICIPANT

BOSTON, MA

DEC 2021 – JAN 2022

- Assessed Scope 1, 2 & 3 emissions data from different business units to determine a firm's ESG positioning in the market
- Utilized data analysis tools on Excel to view competitor emissions data and create plan to lower emissions by 20%
- Analyzed specific market conditions in the specific industry to produce a detailed outlook and comprehensive strategy

LITTLE STONY POINT CITIZEN'S ASSOCIATION

STUDENT LIAISON

COLD SPRING, NY

JUN 2018 – JUN 2019

- Launched an initiative to connect 30+ high school students with local volunteering opportunities
- Engaged the greater community with fundraiser events, music festivals, and monthly community engagement fairs
- Volunteered by providing navigation and resources for hiking trails to 50+ participants at "I Love My Park Day"

SKILLS AND CERTIFICATIONS

Technical Skills: Microsoft Office, RStudio, Stata, Mac Operating Systems, Bluebeam Revu, Canva, ArcGIS Pro

Certificates: OSHA-10 Hour Construction, Forage BCG Climate and Sustainability Program, Corporate Finance: ESG

Mark Norman Sassi, ERP, CEP

237 Lexington Street Ste 001
Woburn, MA 01801

mark.sassi@BridgeEnergy.com
860-282-4948

CERTIFICATIONS

CFA Candidate Level 2
Certified ERP® (GARP certified Energy Risk Professional)
CEP (AEE Certified Energy Procurement Professional)

WORK EXPERIENCE

Bridge Energy Services, LLC, East Hartford, Connecticut Jan. 2014 to Present
VP Operations & Information Systems

- Perform executive and operational risk assessment for customer energy assets.
- Evolve and grow company strategy and services to align with renewable and sustainable consumer goals.
- Interface between internal data analysts, clients, and suppliers to seamlessly facilitate a bid process and value-added service requests.
- Report market conditions, financial models, and scenario planning as an extension of client's energy team.

Liberty Mutual- Personal Lines, Boston, Massachusetts Jun. 2012 to Dec. 2013
Business Analyst II in Distribution Insights – 3rd Party Distribution

- Monitored GEICO and USAA new business development analytics which is greater than 100K policies per year. Monitored sales funnel metrics to identify channel strengths and weaknesses, and communicated the findings to relationship managers to leverage with the 3rd party partnership.
- Created financial models to value new and existing 3rd party partnerships. Used the model to project and sensitivity test the return of a new partnership given various commission levels and expense risks.
- Collaborated with stakeholders to develop strategy and planning model to forecast existing channels and new business.

Travelers Insurance- Commercial Lines, Hartford, Connecticut Sep. 2011 to Jun. 2012
Market Analyst in Select Commercial Product Management

- Managed a book of business with a variety of products and implemented creative approaches to achieve key performance goals set for the organization in a difficult economic climate.
- Product Line team- Helped manage the largest product in commercial small business insurance by modifying the pricing model and evaluating profitability in various segments for countrywide execution.
- Communicated and aligned pricing, marketing, and sales strategies with the field sales partners for new product implementation and regular performance monitoring.

Travelers Insurance- Personal Lines, Hartford, Connecticut Jun. 2010 to Sep. 2011
Market Analyst/Pricing Analyst in Product Pricing Development Program

- Supported product management by creating profitability performance reports using actuarial methods that simplified historical data for forecasting and planning purposes.
- Analyzed and communicated key performance indicators to find growth opportunities and profitability leakages
- Provided support on niche projects including the development of business decision models, identifying causality in data anomalies, and process automation.
- Facilitated training in Microsoft applications and Travelers software platforms for new hires.

Travelers Insurance, Hartford, Connecticut Summer 2009, Dec. 2009 to Jan. 2010
Internship in Product Pricing Development Program

- Worked on product management team creating deliverables for VPs and Directors and aiding the decision process to achieve growth and profitability.
- Capstone team won competition for presenting on a marketing approach for an emerging demographic and its potential bottom line impact.
- Built flexible data mining tools to reveal trends that could be leveraged by multiple business departments.

COMPUTER SKILLS

- Proficient in Access, Excel, SAS EG, Word, PowerPoint, MapPoint
- Basic knowledge of VBA coding, Cognos

EDUCATION

Bentley University, Waltham, Massachusetts May 2010

Major: Economics-Finance Minor: Legal Studies

Academic Honors: Cum Laude, Bentley's Academic Scholarship, Finance Honors, Deans List

Activities/Campus Involvement: Bentley Microfinance Initiative, Bentley Investment Group, Financial Management Association, Bentley Business Bowl, Bentley Rugby Team, Bentley Italian Society

Study Abroad: Lorenzo de'Medici International School, Florence, Italy Spring 2008

RELEVANT COURSE WORK

Bentley Undergraduate Courses

Financial Markets and Investment, Microbanking, Monetary Economics, Integrated Business Functions, Principles of Finance and Accounting, Financial Reporting and Analysis, Health Economics, Intermediate Price Theory, Advanced Managerial Finance, Web Design

SEBASTIAN TATA

EDUCATION

Central Connecticut
State University-
Construction Mgmt

Hartford State
Technical College
Civil Engineering

TRAINING & CERTIFICATES

NETTCP Concrete
ACI Concrete
OSHA 10
NETTCP HMA Pave

“CT DOT”

Employment Period 1982-2017

“BL Companies”

Employment Period 2017-2019

“Urban Engineers”

Employment Period 2019-2020

“City of Hartford”

Employment Period 2020-2024 { Present }

SUMMARY Mr. Tata has vast amount of knowledge in the area roadway and bridge construction. He has performed on projects as an inspector and worked his way up to the position of Transportation Senior Engineer II in Construction with the Connecticut Department of Transportation. He has worked in the capacity of overseeing the Construction Engineering and Inspection processes of Heavy Highway and Bridge construction and rehabilitation projects: Performing all aspects of bridge construction, foundations, substructure, superstructure, full depth roadway construction, Mill and paving, and all roadway incidentals, streets, interstates, and routes along with Maintenance and Protection of Traffic. He has the skills to perform as a construction manager / administrator in the capacity of an office engineer including the proficiency in Site Manager, Electronic and Manual version of the Volume 1-4 Book System and has finalized many projects. He also has acquired knowledge of vertical construction, reconstruction of airport facilities (roadway, building, runway and electrical in accordance with Federal regulations). Mr. Tata was previously employed with the CTDOT with over 36 plus years of experience and service. He has a complete understanding of the State of Connecticut’s policies and procedures for roadway and bridge construction inspection, as well as those policies required by FHWA, FAA, and FRA.

(2017-2019) Senior Engineer – See summary above

(2019-2020) Senior Engineer – See summary above

(2020-2021) Principal Engineer

(2021-2024) Traffic Operations Engineer

Plans, supervises, and participates in the installation and maintenance of traffic control and traffic calming devices, supervises the installation/operation, signal timing and maintenance of traffic signals in the division of the DPW-Traffic Command Center programmed through and with the ATMS operating system. Coordinates the installation of all traffic signs, city parklets, and directs work orders to Sub-Contractor’s for Painted Pavement marking program as well as the maintenance of traffic markings. Assists in the planning, development and operation of a City-wide Traffic Calming projects, Mill and Pave projects, Bike Lane projects, Slow Street projects, and Speed Hump projects. Ensures compliance with the terms of contracts and works with the Department of Finance in setting up the necessary financial accounts and procedures and in setting up proposed operating and capital budgets; Makes recommendations regarding the use in the movements of vehicles, pedestrians, and reviews permitted submissions for all Maintenance and Protection of Traffic and Pedestrian plans for contractors work activities throughout the City; Assists in the planning stages, development, and operations of a City-wide transportation system; Meets with Local Business, 311 Callers, Constituents, NRZ Chairpersons, Civic groups, Hartford Parking Authority, CT DOT and City of Hartford officials on matters relative to the area of responsibility. Maintains records for Traffic data, prepares a variety of reports, plans, item specifications and details. Works together with Vendors on ordering Traffic related item features, assist in purchase orders, prepares payment estimate and vouchers to contractors and budgets quantities, estimates, and final requisitions for proposed and active projects that pertains to Traffic Control related work as required.

(2009-2017) Transportation Engineer 2, *The following is a listing of multiple projects that were conducted under my supervision during this period. Total continued employment as of the end date above is 36 plus years with the State of Connecticut, Department of Transportation. (Employment period with the above title was 2009-2017)*

Reconstruction of Newington Road, in the Town of Newington and Hartford
Vertical Construction, Construction of a Maintenance Facility Salt Shed, Hartford
Safety Improvement on Rt. 17 in Middletown and Rt. 6 in Bolton
Oversize Box Culvert Installation and Bridge Replacement on Rt. 10 in Cheshire
Vertical Construction, Roof Replacement on 4 Maintenance Facility Salt Sheds
Safety Improvements and Reconstruction of Tolland Turnpike, East Hartford
Realignment of North Colony Rd, Installation of a T-Wall System in Meriden

(1995-2009) Transportation Engineer 2, Transportation Assistant Engineer *The following is description of a project that was conducted under my supervision during this year period. Continued employment as of the end date shown above is 27 years with the State of Connecticut, Department of Transportation. Multiple projects were also conducted under my supervision which are not listed. (Employment period with the above titles was 1995-2009)*

Reconstruction of Rt. 99 in Wethersfield, Project Duration 3 Years

During this period of employment, I performed Resident Engineer Duties and Responsibilities over-seeing a (7) person inspection staff such as senior -inspectors, junior-inspectors, and engineering technicians performing their daily inspections for the Major Reconstruction of Route 99 in the Town of Wethersfield. My experiences with this project involved the full-depth reconstruction and widening of the roadway, electrical signalization and overhead lighting, segmented retaining walls and block wall systems, and upgrading the entire under-ground utilities and storm drainage system from the Hartford town line to the Rocky Hill town line. This project involved major overhead, underground utility relocations, and right away agreements for the purpose of adding two additional lanes in both directions. Responsible for the supervision of all field and office related activities, including inspection and construction, highly sensitive wetland impacts and mitigation measures, waste stockpile management, drainage and roadway lighting operations. Tracking all deadlines for project documentation, testing requirements, change orders and payment estimates.

(1987-1995) Transportation Engineer 1 *The following is description of a project that was conducted under my supervision during this year period. Continued employment as of the end date shown above is 13 years of employment with the State of Connecticut, Department of Transportation. During this employment period multiple projects were also conducted under my supervision which are not listed. (Employment period with the above title was 1987-1995)*

I-84 Bridge Safety Improvements, Project Duration 3 Years

On this project I had Chief Inspector Duties and Responsibilities in overseeing Technicians, Engineering Interns, and the Inspection Staff. Duties also included identification for Replacement of all Pin and Hanger Assemblies, and the implementation of Safety Improvements on multiple bridges located on the I-84 corridor in the Towns of Plainville and New Britain. This was a major Interstate Project which was declared emergency because it was inspected and noted unsatisfactory just shortly after the Mianus Bridge Collapse, funded by the FHWA Bridge Program.

This project had multiple facets including concrete abutment repairs, parapet reconstruction, deck repairs, superstructure inspection, header replacements, approach considerations, sandblasting operations and the painting of all steel support members. Duties included, but were not limited to, scheduling, cost control, quality control, shop drawing coordination and review, claim resolution, change order review and processing, and payment approval.

(1982 to 1987) Transportation Intern Engineer, Transportation

E.I.T. *The following is description of my duties and responsibilities during this 5-year period shown above of my employment with the State of Connecticut, Department of Transportation. (Employment period with the above titles were 1982-1987)*

This was an entry level position following the completion of my formal education. Initially, I received training in all of the office functions related to an active construction project from start to finish, working as an Intern and a Technician directly with staff engineers.

Eventually I was promoted and assigned the duties and responsibility of a Sub-Inspector and was actively involved in inspecting the following construction activity: Earth Excavation, Roadway Excavations, Utility Relocations, Drainage Installations, Bridge Installations and Sequential Wall Installation, Roadway Electrical Installations, Roadway Paving Operations, Safety Improvements, Incidental Roadway Construction

Also, in this capacity I prepared daily reports, created and checked various computations and measurements, submitted testing materials for the project and prepared construction change orders, estimates, complete finalization packages for project close outs, reviewed job specific shop drawings and daily correspondence. I referred to the Connecticut Standard Specifications form 812 for Roads, Bridges and Incidental construction. Also reviewed plans and special provisions that pertained to specific construction projects.

Sebastian Tata

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