

EMILIE B. SEIF

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PROFILE: PROGRAM/PROJECT MANAGEMENT * ANALYST * LIAISON

Results-oriented professional with a substantial history of spearheading a wide array of projects from initial concept to completion. Exceptional problem solver. Able to handle multiple responsibilities, set priorities, and make decisions. Recognized for accuracy and reliability.

EXPERIENCE

NYC Department of Transportation—New York, NY 6/2022-Present

Program Manager, NYC Clean Trucks Program

- Oversee the NYC Clean Trucks Program (NYCCTP,) a rebate incentive funding program aimed at reducing diesel exhaust emissions by replacing older, heavy polluting diesel trucks with newer and more environmentally friendly trucks. The NYCCTP is a unique and exciting environmental initiative that reduces diesel pollution, promotes sustainable transportation, improves air quality and public health, and a cleaner environment in New York City.

NYC Department of Housing Preservation & Development—New York, NY 6/2014-6/2022

Deputy Director, Storm Recovery Production

Project Manager, Sandy 1-4 Family Rebuild

- Assist in the design and administration of the Sandy 1-4 Family Rebuild program that addresses the redevelopment of housing, neighborhood revitalization, and resiliency initiatives in areas damaged by Superstorm Sandy.
- Track and manage construction from funding approval to completion of more than 200 homes.
- Manage relationship with sub-contractors handling construction servicing, construction monitoring, requisitions, and plan/cost analysis.
- Liaison to and coordinated the activities of developers, contractors, homeowners, governmental agencies, and other divisions within HPD.
- Engage in programmatic discussions and create related policies.
- Train and manage staff.
- Monitor, manage, and track all aspects of projects from pre-development through grant closing.
- Review architectural plans, budgets, environmental site assessments, and legal documents.
- Spearheaded efforts to reevaluate and streamline processes for the Sandy Multi-family Program's construction monitoring, requisitions and change orders.

Community Preservation Corporation—New York, NY 3/2014 - 5/2014

Benchmarking Consultant

- Conducted water and energy benchmarking analyses for clients to comply with NYC LL84.

Envirolution's Win-Win Campaign—New York, NY 3/2013 - 2/2014

Community Energy Consultant

Community Energy Consultant Intern

- Conducted outreach and enrolled small business owners in energy efficiency incentive programs available through Con Edison and NYSEERDA.
- Performed energy audits as well as benchmarking, cost-benefit, and energy billing analyses.
- Assisted businesses and building owners in identifying energy conservation measures.

NYC Cool Roofs—New York, NY

4/2012 - 11/2012

Lead Site Supervisor

- Lead Site Supervisor for a seasonal sustainability initiative of the City of New York that utilizes volunteers to cool roofs by applying a white, reflective coating that reduces cooling costs, energy consumption and carbon gas emissions.
- Managed 7 site staff and led more than 1,100 volunteers to coat over 55 roofs ranging in size from 1,500 to 55,000 sf including Lincoln Center as well as Barnard and Hostos Colleges.
- Represented and promoted Cool Roofs at events to encourage building owners to participate in the program, attract volunteers, and inform the public about the initiative.
- Coordinated supply logistics and managed inventory of as many as 10 sites per week.
- Served as primary contact with building staff to ensure professional and warm on-site presence, assigned tasks to staff, determined best coating strategy, and resolved issues.
- Engaged, informed, and trained volunteers to coat, be safe, and have fun.

AKRF—New York, NY

2/1997 - 9/2009

*Senior Project Manager / Urban Planner**Project Manager / Urban Planner**Junior Urban Planner*

- Experience with small, medium, and large sized projects including Bruckner-Sheridan Expressway, Atlantic Yards Arena, IKEA Red Hook, Hudson River Park, and School Construction Authority.
- Provided an array of services to both public and private sector clients with a focus on land use, zoning, public policy, waterfront, socioeconomics, traffic/transportation, and open space.
- Assessed environmental impacts of an array of projects and public policy initiatives.
- Planned, organized and managed resources of projects, keeping them on track and on budget
- Wrote, reviewed and edited analyses to ensure accuracy, clarity, and consistency.
- Managed community outreach & responded to community concerns; Trained & managed staff

Facilities/Operations Manager

- Managed construction, renovation, and relocation work to assure project quality, adherence to project schedule and budget; addressed day-to-day operations and facilities issues.
- Oversaw all aspects of an integrated phone system for six sites including determining budget, carrier selection, price negotiation, installation, and ongoing troubleshooting.
- Trained staff on new system, drafted manual and addressed ongoing technical issues.

EDUCATION

Vassar College—Poughkeepsie, NY*Bachelors of Arts (BA)*

OTHER EXPERIENCE

Coro New York Leadership—New York, NY

9/2018 – 5/2019

Participant

Completed a 9-month intensive leadership development program with a network of accomplished civic leaders across industries and sectors. Leadership New York participants develop the skills to get things done in a complex, multi-stakeholder environment.

Metropolitan Waterfront Alliance—New York, NY

11/2010 - 10/2011

Project Management Consultant

- Coordinated task forces to advance the goals of NYC Comprehensive Waterfront Plan.
- Analyzed policies for the update of the Waterfront Revitalization Program.
- Conducted site selection analysis for new Eco Docks around New York City.
- Worked with waterfront advocacy organization on conferences.
- Targeted elected officials to attend waterfront conferences that resulted in the participation of four members of the US Congress, NYC Council members and others.