

**Amy L. Lyons**  
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### **Work History**

Jarvis Companies

Project Manager/Business Development      Current

- Manage construction project renovations after disaster such as fires, floods, wind damage, building structural damage.
- Manage both commercial and residential construction renovation projects.
- Work with estimators to provide estimates to insurance adjusters, home owners, business owners and/or property managers using Exactimate program.
- Marketing team member with specific emphasis on the commercial property owner and property management industry to provide emergency recovery services, construction, painting, and carpet cleaning.
- Business development of a referral program to contractors such as plumbing, fire suppression, fire alarm and roofing contractors in the commercial construction industry.

REDICO

Construction Manager                      2004-2008

- Perform all estimating and bidding of tenant improvement and capital improvement projects in approximately 7 class A and B office buildings in southeastern Michigan.
- Perform renovation work in American House assisted living facilities.
- Coordinate TI construction schedule with subs, vendors, tenants/owners and leasing agents and property managers.
- Perform dual role as Construction Manager and on-site Superintendent to oversee and maintain the project's schedule and budget on all construction TI projects and capital improvement projects.
- Coordinate project meetings, meeting minutes, schedules, change orders, budgets and close out packages for entire project duration.
- Coordinate obtaining building permits and all inspections to obtain final C of O with municipality. Specifically the City offices of Troy, Southfield and Detroit.
- Assisted in developing the policies and procedures used to effectively monitor projects from an estimating/budgeting, accounting, and schedule perspective.
- Use of programs such as Timberline/Timberscan accounting programs and Microsoft Project.

Kojaian Companies/Synergy Group

Project Manager                              1999-2004

- Coordinate and manage tenant improvement construction in approximately 10 Class A and B office building totaling approximately 3.5 million sq. ft. of office space.
- Oversee and manage multiple project and building capital improvement projects totaling \$2-\$3 million per year.
- Full knowledge of all commercial office building systems (fire alarm, HVAC, computer room supplemental AC, fire suppression systems, electrical service installations).
- Provide full project estimates/take-offs for budgets to leasing brokers, tenants and ownership.
- Coordinate obtaining building permits and inspections to obtain final C of O.
- Review, bid, negotiate and administer all subcontractor contracts with all building trades.
- Coordinate work with on-site Superintendent to maintain project schedule and budget.
- Prepare all budgets, estimates, job cost spreadsheets, change orders and draw packages.
- Develop, coordinate and maintain project budget.
- Total project management on all tenant improvement projects from space planning to tenant occupancy.
- Worked within a project management team designated to Flagstar Bank branches, ground-up.

Tower Realty Management Corp  
Construction Coordinator 1998-1999

- Represent owner and management on all tenant improvement projects and tenant work orders for the Southfield Town Center.
- Full coordination of all meetings with owner, architects, general contractor, tenants and vendors.
- Coordinate plan review and permit process with the City of Southfield.
- Review all design and construction documents, specs and change orders to assure design conformity with building standards.
- Interface and coordinate with building engineers, security and property management on all levels.
- Prepare all documentation such as change orders, budget tracking spreadsheets and bid reconciliations on all tenant improvement projects in the Town Center.

Acquest Realty Advisors, Inc/ProQuest Management  
Construction/Operations Assistant

Assistant Property Manager 1991-1998

- Assist Construction Manager on all tenant improvement and capital improvement projects at seven buildings and three retail centers.
- Prepare all construction documents (*Contracts, waivers, sworn statements, purchase orders and change orders*).
- Coordinate and schedule all project work with all tenants, subcontractors, general contractors and vendors.
- Coordinate and attend all field meetings with Construction Manager and subcontractors as necessary.
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Property Administrator

- Support the Property Management Department in the daily physical management of office buildings and retail centers in the portfolio under third party management.
- Maintain all service contractor/vendor contracts.
- Supervise all vendor contractors.
- Administer tracking system for all building insurance (*Hazard, vendor/contractor liability, building liability*).
- Assist in annual operating property budgets, monthly variance reports to ownership, proposals.

### **Education/Affiliations**

Macomb Community College  
Various courses in general studies  
Builders License

Construction Association of Michigan  
Blueprint Reading I & II

Henry Ford II High School  
Diploma

OSHA Certified. Various seminars and training sponsored by Building Owners and Managers Association (BOMA), Institute of Real Estate Management (IREM), and Construction Association of Michigan (CAM).

Affiliations/Memberships  
Commercial Real Estate Women (CREW), member since 1997  
Golf Outing Committee Member, 2005-2009

BOMA Toby Award Judge, 2006, 2007 & 2009

FEDS, Families Exploring Down Syndrome. Buddy Walk Committee Organizer