



RENÉE BORDEN

850.393.6396

1404 East La Rua Street-Pensacola, FL 32501 bordenrenee1@gmail.com

QUALIFICATION SUMMARY

Currently licensed as a Florida Realtor operating with Berkshire Hathaway Home Services Pen Fed Realty in Northwest Florida, specializing in residential and light commercial real estate with emphasis on historical and investment properties located in the City of Pensacola and surrounding areas.

Over fifteen years of experience and expertise in the Commercial Construction Industry, working in various capacities with project teams to ensure successful project delivery. Experienced in scope review, preparation, execution, and coordination of budgets, subcontracts, and vendor purchase orders to meet project demands. Skilled in review and coordination of contract documents including plans, specifications, RFI's, submittals and schedules. Knowledgeable and certified in OSHA 30 hour safety course. Experienced as liaison between Owner, Architect, Engineers, and Construction Management team. Excellent interpersonal skills and abilities, a professional demeanor and can do attitude, with ability to manage projects independently or as a team member.

EDUCATION

University of West Florida Bachelor of Science Degree Business Administration. - Major Business Management.

SKILLS + EXPERTISE

Assisting buyers and sellers with acquiring and selling real property through market analysis and property evaluation. Skilled at contract negotiations and pricing structure for the successful closing of real estate deals. Also skilled in construction damages and delay claim issues. Supported experts and senior professional staff by providing analytic support through research of project files, organizing, reviewing and analyzing various project documents, by assembling project data and developed databases for analytical review. Previous experience providing effective communication between General Contractor, Architect and Owner. Providing plan interpretation and guidance in identifying construction issues and possible value engineering options. Facilitate project documentation between field and management teams. Ability to interpret plans, specifications, contract documents, including but not limited to RFI's, change orders and directives, subcontracts, vendor Invoice to purchase order reconciliation and tracking. Ability to create and track construction schedules, ensuring project delivery. Identifying long lead items and critical path schedule issues. Skilled at identifying bid opportunities, particularly Government and Private Commercial growth markets. Well versed in AIA pay application procedures from Subcontractor to General Contractor to Architect and Owner.

-Florida Real Estate Sales Associate Lic # SL3376886 Exp 9/30/2022

-Florida Notary Public #GG 295074 Exp 2/17/2023

-Proficient Excel Spreadsheets

-Adobe

-Timberline experience

-Proficient Microsoft Office applications, Microsoft Word

-Proficient Constructware software for submittals, RFI's

-Literate in Microsoft Project

-Lexis Nexis-Casemap Litigation Data Base Software

-OSHA 30 hour certification

RELEVANT EXPERIENCE

Current: Licensed Florida Realtor/ Berkshire Hathaway Home Services Pen Fed Realty

17 West Cedar Street, Pensacola, FL 32502

Nancy Grogan, Managing Broker (850) 377-7578

APR. 2014 - DEC. 2016: Senior Associate /Berkeley Research Group

2200 Powell Street Suite 1200, Emeryville, CA 94608

Ben Nolan, Managing Director (703) 608 - 7068 Cell

JAN. 2011 - AUG. 2013: Business Development / Project Manager Acousti Engineering Company of Florida

4656 34th Street, SW Orlando, FL 32811

Richard Christine, Associate Manager Pensacola Branch (850)434-0264

SEP. 2009 - JUN. 2010: Construction Manager Owner's Rep /Alpha Corporation

21351 Ridgeway Circle Suite 200, Dulles, VA 20166

Rick Wiik, RA, Task Order Manager (540)723-0704/ (757)342-8040 cell

JUN. 2007 - JAN. 2009: Director Contract Administration /Caldwell Associates Architects, Inc.

116 North Tarragona Street, Pensacola, FL 32502

Miller Caldwell III, President (850) 432-9500

OCT. 2006 - JUN. 2007: Project Manager /Alcon Associates, Inc. (Company No Longer in Business)

201 Baldwin Drive, Albany, GA 31707

Chris Shearman, Senior Project Manager (229) 432-7411

FEB. 2005 - SEP. 2006: Project Manager/ Hyperion Construction, LLC (Company No Longer in Business)

226 South Palafox Place Suite 401, Pensacola, FL 32501

Mark Chastain (850) 432-8161

OCT. 2004 - FEB. 2005: Assistant Project Manager/ S.E. Engineering (Company Merged with GHD)

707 East Cervantes Suite B #200 Pensacola, FL 32501

Scott Eddy, PE (850) 432-6501

JUN. 2001 - OCT. 2004: Assistant Project Manager/ Yates Construction Company

115 Main Street, Biloxi, MS 39530

Chet Nadolski, Senior Vice President (228) 374-6011 Fax (228) 374-0294