

ISABEL ABREU

PROFESSIONAL EXPERIENCE

8/2007 – Present *Authentic Construction, LLC.* 10261 SW 72 St. Suite 103
Miami, FL 33173

Project Director / Interior Designer 305.595.3205

- Authentic Construction, LLC. Is a general contractor specializing in the construction of custom homes for the affluent.
- Duties include working hand-in-hand with the managing members of the company to enforce procedures and policies, scheduling of projects, design solutions for clients, resourcing & purchasing of materials, coordination of permit processing and procurement, and acting as a liaison for design teams and Clients.

8/2006 – 8/2007 *Corwil Architects, Inc.* 1320 S Dixie Hwy. #1070
Miami, FL 33146

Architect Assistant / Designer 305.448.7383

- Corwil Architects is a thriving firm amongst its colleagues. Their scope of work includes High Rise offices, condo buildings and mostly Low income housing in the newly flourishing South Florida areas.
- Duties include working hand in hand with the owner of the company assisting him with quality control of working drawings, scheduling of projects in Microsoft Project Manager, design solutions, drafting in AutoCAD 2005; working mostly with City of Miami building department, engineers, surveyors, and Clients on a daily basis.

4/2006 – 8/2006 *Mark E. Reardon, Inc.* 15790 SW 88 Ave.
Miami, FL 33157

Architect Assistant / Designer 786.573.0702

- Mark Reardon is a well known architect amongst today's residential builders. His scope of work includes custom Single Family Homes and small commercial projects such as condos and franchise restaurants primarily in the South Florida area.
- Duties include working hand in hand with the owner of the company assisting him with design solutions, drafting with AutoCAD 2000; dealing with several different building departments, engineers, surveyors, subcontractors and Clients on a daily basis, as well as accounting and bookkeeping for the company.

11/2003 – 4/2006 *G.C. Homes, Inc.* 14600 SW 136 St.
Miami, FL 33186

Executive Assistant 305.259.3100

- G.C. Homes, Inc. is a high end residential developer. Their scope of work includes developing communities of Single Family Homes, Town Homes, condos, and mostly custom homes in the South Florida area. For a better idea visit www.gchomes.com
- Duties include working hand in hand with the Vice President of the company assisting him with Platting administration of communities, managing the permitting process for all homes, Customer Service Administrator, work with bonds for improvements, dealing with several different building departments, architects, surveyors, subcontractors and Clients on a daily basis.

1999 – 2003

*The Royalty Group d/b/a
D.A.R.T. Construction Services*

9750 SW 66 St.
Miami, FL 33173
305.273.4546

Executive Assistant

- DART Construction Services is a company with multiple divisions. Their services include mid-level construction such as additions, remodeling, interior decoration consulting, punch-out work, repairs, mechanical, electrical, plumbing, pressure cleaning, sealing, and janitorial cleaning among other new ventures.
- Duties included creating filing systems, spreadsheets, dealing with clients on a daily basis, answering phones, making appointments, supervising a division of the company, scheduling jobs, accounting duties such as billing, budget analysis, receiving & processing payments, creating and organizing library, light cad work and plan revisions.
- Field visits to construction sites, consultant to certain jobs, purchasing, small sets of construction documents, contracts, statements, billing, and project file organization.

4/2002 – 6/2002

Patricia Hayes and Associates

2600 Douglas Rd. # 314
Coral Gables, FL 33134
305.448.5900

Designer Assistant

- Patricia Hayes and Associates is a commercial interior design firm specializing in cruise ship, yacht and hotel design.
- Duties include filing, maintaining design library, plan revisions in AutoCAD, repairing presentation boards, secretarial duties, etc.

SKILLS

Extensive knowledge of Windows, Microsoft Outlook, Word & Excel, Quick Books, Word Perfect, (40 wpm), scanners, printers, computers, and facsimile machines. Work with MS Project, Adobe Photoshop, Auto Cad Release 14, 2i, 2000, 2004, & 2005.

Great written and oral communication skills, creative, & trilingual. Positive, self-motivated, hard working, eager to learn, creative, team player, multi-tasked, responsible and excellent problem solving skills.

LICENSES

National Council for Interior Design Qualification (N.C.I.D.Q.) CERTIFIED # 26266

Notary Public, State of Florida

EDUCATION

1998 –2003

Florida International University

Miami, FL

- Bachelor's degree in Interior Design
- Recipient of University Scholars Grant, Bright Future's Florida Merit Scholarship Award, University Undergraduate Need Grant
- Member of Golden Key Honor Society.

1994 – 1998

St. Brendan High School

Miami, FL

- Graduated May '98 with honors, President of S.A.D.D. '97-'98, Member of French Club '96-'98, Recipient of Florida Bright Futures Scholarship.

LANGUAGES

Excellent oral & written communication skills in English & Spanish.

Fluent in French – 4 yrs. of high school as well as college semesters.

REFERENCES

Teri D'Amico – President, D'Amico Design Associates & Adjunct professor F.I.U School of Architecture Interior Design Program (professional & educational)

Javier Peral – President, Continental Pharmacy (previous client through Corwil Architects)

Miriam Alvarez – Bonded Builders Warranty (previous client through Authentic Construction)

Diana De Agudelo – Planning Department, City of Miami (professional liaison)

Jackie Villegas – Permit coordinator, Village of Palmetto Bay (professional liaison)

Gladys Xavier – office manager, Village of Palmetto Bay (professional liaison)

Morelia Rodriguez – Coordinator, Village of Palmetto Bay (professional liaison)

Arnaldo Godoy – Oceans Across (material supplier)

Roxana Sora – President of Personal Lines Division, Scitlin Insurance

GUSTAVO MARTINEZ

PROFESSIONAL EXPERIENCE

2008 – Present

Authentic Construction, LLC.

10261 SW 72 St. 103

Miami, FL 33136

305.595.3205

Project Manager

- Authentic Construction, LLC. Is a general contractor whose scope of work includes high end residential as well as commercial projects in the South Florida area. For a better idea visit www.authenticconstruct.com
- Duties include complete and overall management of all facets of construction. Including but not limited to budgeting, purchasing, contracting, and scheduling projects in Microsoft Project Manager. Design Solutions for Clients, working with different Counties / municipalities for permit processing, coordinating, as well as with Architects, Engineers, Designers, Surveyors, and Clients with a daily basis, making RFI, Change Orders, Daily reports, Daily manage subcontractors on site & Inspections Scheduling.
- Filed Project manager & Superintendent of:
 - Van de Put Residence. 321 Campana Ave, Coral Gables. Waterfront House
4500 Sq/f – AC. – Hamed Rodriguez Architect
 - Garcia Chacon Residence. 1211 Alfonso Ave, Coral Gables. New Home
4000 Sq/f – AC. – Praxis-Jose L. Sanchez Architect
 - Wright Residence 3976 Little Wood Ave, Coconut Grove. Total Restoration built in 1930
5500 Sq/f – AC. – Hamed Rodriguez Architect
 - Merayo- Delgado Residence, 1401 North Venetian Way Miami Fl. Waterfront House located in San Marino Island.
5200Sq/f. - AC. – Beilinson - Gomez Architects. www.beilinsonarchitectspa.com

2008 – 2005

G.C. Homes, Inc.

14600 SW 136 St.

Miami, FL 33186

305.259.3100

Field Manager / Project Manager

- G.C. Homes, Inc. is a high-end residential developer. Their scope of work includes developing communities of Single Family Homes, Town Homes, condos, and mostly custom homes in the South Florida area. For a better idea visit www.gchomes.com
- Responsible for monitoring and enforcing compliance the construction with the project, Plans schedules and specifications of “FRENCH VILLAGE AT PINECREST” these one-of-a-kind Villa community Included 12 single-family homes. Duties included inspection and supervision of on site technical personnel. Acted as a liaison between the homeowner and the construction company, Architects and Engineers. Managed 12 single-family homes from the start to the closing. Areas: Single family homes between 3,300 and 5,500 SF and common areas; (5 models) Value 1,180,000 to 1,650,000

2005 – 2003

Brennan Engineering

1600 S Dixie Hwy # 400
Boca Raton, FL 33432
(561) 392-3748

Structural Inspector:

- Structural inspector on site, duties included inspection of steel reinforcement, monitoring placement of concrete, flying trusses, CMU, special connections, roofs and floors systems, in the following jobsites
- **Centex homes:** Silver falls in Miramar, The Isles at Weston, The Legends in Palm Beach Gardens, Fair Field Gardens in Boca Raton, Strathmore and Sandpiper Cove at Botanica in Jupiter, Magnolia Bay in Greenacres, fl. Hampton Hills, in Tamarac
- **WCI Communities:** Parkland PGCC, Alhambra, Bella Flor Villas, the Gables, Creekside, Edgewood, Heron Estates. Evergreen in Palm Beach Gardens
- **National Custom Homes:** Custom homes in Boca Raton, Light House Point, and Royal Palm Golf Club in Boca Raton.
- **J S D Builders:** Custom residence at Harbor Beach, Ft. Lauderdale
- **Landmark, designers Homes:** Custom Residences in Heron estates, Parkland & South West ranches.
- **Home Dynamics:** Independence Town homes in Palm Beach Gardens

PROFESSIONAL EXPERIENCE IN ARGENTINA

2002 – 1997

TECNIC SCA / TEXIMCO SA.

Av. Belgrano 355 Floor 14
Buenos Aires Argentina.
05411- 331-6935

TEXIMCO SA. –Construction Company, Buenos Aires Argentina

Architect Associate / General Superintendent. For a better idea visit www.teximcosa.com.ar

“Surgical Center at MILITARY HOSPITAL”, Buenos Aires Argentina. Area: 43,000 SF. Value: \$1.8 million

- Responsible for the construction administration, supervision of on site technical personnel and acted as a liaison between Armed Forces and the contractor.
- Duties included inspection of steel reinforcement, placement of concrete, brick walls, drywall installation, electrical, mechanical, plumbing and the entire interior finish with paint, tile, wood and aluminum carpentry etc. The project included: 8 rooms of surgery and facilities of support.

“Circuito Dorrego” Of. San Telmo, Buenos Aires. Area: 315,000 Sq.Ft. Value: \$1.7 million

- Responsible for the construction administration, supervision of on site technical personnel and acted as a liaison between **Government of Buenos Aires** and the contractor.
- Duties included inspection of placement of concrete, laying (wire, stretched) of underground piping, electrical, gas, plumbing, construction of pavements in streets and finish. The project included: demolition the existing street (16), demolition the existing side walks (55) and the reconstruction with Cobblestone pavement and tile, and placement of lights.

“Aguas Argentinas SA Contrato Marco, replacement of facilities lines in Ciudad de Buenos Aires and different Municipalities of Provincia de Buenos Aires. On site technical personnel and acted as a liaison

between **Aguas Argentinas SA** and the contractor, **Teximco SA**.

- Duties included inspection of placement facilities lines water and sewer, coordination with different subcontractors, schedules and budget. The project included: 20 Km of new facilities lines.

“Hospital de Río Cuarto”, Provincia de Córdoba. OHL-Teximco SA-Ute Value: \$13.5 million

- Responsible for the technical Department of the company. Involved in the design, Budgeting and scheduling for different activities of the construction, and on site inspections.
- Main activity: Plumbing facilities, gas lines, electrics lines and fire sprinklers system.

Talleres Ciudadela”, Telefónica de Argentina, Buenos Aires. Area: 48,200 SF. Value: \$3.5 million

- Responsible for the construction administration, supervision of on site technical personnel and acted as a liaison between Telefonica’s Architect Department and the contractor.
- Duties included inspection of steel reinforcement, placement of concrete, brick walls, drywall installation, electrical, mechanical, plumbing, and all the interior finish with paint, tile, wood and aluminum carpentry etc. The project included: Commercial offices and facilities of support.

2001 – 1992

PRONOS SA.

PRONOS SA. –Construction Company (Buenos Aires Argentina)

Project Associate -Superintendent.

- -Responsible for the technical Department of the company. Involved in the design and proposals for different projects, 15.000 units throughout Argentina.
- Main activity: Plumbing facilities, gas lines, electrics lines and fire Sprinklers system.
- -Design and management of “4 hospitals” in Provincia de Buenos Aires. **Dragados SA-Huarte Ute.**
- **Area: 135,000 SF. Each = 540,000 SF. Total Value: \$1.6 million**
- -Design and management of (15) fifteen story apartment building in Provincia of Buenos Aires
- **Area: 95,000 SF. Each = 475,000 SF. Total Value: \$625,000.00**

EDUCATION

- **1991** University of Buenos Aires, Architecture / Buenos Aires, Argentina /Graduated: **Architect**
- **1979** Escuela Nacional Técnica #1 Otto Krause/ Bs. As. – Graduated: **Maestro Mayor de Obras.**

SKILLS & LANGUAGES

Extensive Knowledge of Windows '95, '98, 'XP, Microsoft Outlook , Word, Excel, Scanners, Printers Computers and Facsimile Machines. Work with MS Project and Basic Knowledge of Auto Cad.

Written & Oral communication skills in English & Spanish., Self-motivated, Hard Working, creative, Team Player, Multi-Tasked, responsible and excellent solving problems solving skills.

REFERENCES

- Scott Brennan - **Brennan Engineering, Owner - 561-542-2002**
- Michael Garcia - **GC Homes, Owner - 305-970-9189**
- Leo Llanos – **Building officer, City of Pinecrest.** (Professional Liaison) **305-234-2121**
- Mike Wilson / George Alvarez–**Inspectors, City of Pinecrest.** (Professional Liaison)
- Chris Di Mercurio – **Prime Shell** (Professional Liaison) - **305-219-9682**
- William Del Busto – **Design One Engineering.** – **305-345-0066**
- Trudy Krasovic – **Switchboard of Miami – 305-358-4357**