

Mark S. Reid

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One Vincent Street, Billerica, MA 01821

Summary: Facilities, design, construction project management professional. Over 20 years experience in all phases of commercial fit out construction and renovations including programming, space planning, real estate lease review & negotiation, space planning, design, furniture, contractor bidding, budgeting, scheduling, furniture, fixtures and equipment (FF&E), move coordination and day-to-day facilities services. Specific expertise in office, wet lab and retail facilities representing owner's side.

Professional

John J. Flatley Co. | Braintree, MA | www.jflatco.com

March 2009 – Present

Independent Contractor (on-call)

Completed survey of portfolio properties to update or create CAD files of as-built conditions. Area analysis of properties to determine accurate tenant and CAM square footages. Providing on-going space plan design service for prospective tenant proposals, and as-built condition updates to property CAD files.

Diversified Project Management | Newton, MA | www.dpm-inc.com

Sept 2000 – Feb 2009

Project Manager

Provided project management services as an owner's representative to client corporate and institutional firms. Provided full project service from lease review, to construction, to move, to day-to-day facilities support. Projects ranged from small internal office restacks to the relocation of entire companies to new headquarter buildings. Key accomplishments:

- Partners Healthcare: Two years providing day-to-day facilities support to Partners Information Systems department of 1400 employees in over 30 office locations.
- Brown University: Managed relocation of over 200 staff and faculty into new 169,000 square foot lab/office/classroom Sidney Frank Hall for Life Sciences.
- Wyeth: Managed six separate projects over five years for Wyeth's ongoing expansion efforts in Cambridge and Andover, MA. Research lab and/or office relocation projects ranged from 47,000sf to 70,000sf, involved 80 to 250 employees each.
- FleetBoston Financial: Ongoing facilities support affecting over 2.2 million square feet of space and over 7,000 people. Projects included inter-building staff relocations, interior construction projects and equipment upgrade installations.
- Developed DPM's SOP and training materials for biotech projects, and led internal staff training.

Filene's Basement | Burlington, MA | www.filenesbasement.com

May 1994 – June 2000

Project Manager/Planning and Construction

Start to finish project management of store and corporate office construction and renovation projects.

- Defined scope, schedule and assisted management with budget preparation.
- Ensured quality standards, on-time completion and adherence to budget.
- Selected and managed outside A/E consultants, contractors, and FF&E installers. Negotiated with landlords and developers. Single point of contact for internal clients including Senior Management, Information Technology, Security, Purchasing, Real Estate and Store Operations.
- Produced and issued prototype design, construction, and FF&E specification standards.
- Administered the department's MicroStation CAD system and developed use standards.
- Successfully completed 17 new stores, each ranging from 28-70,000 square feet with budgets from \$100,000 to \$2.5 million. In 1999, developed and opened eight new concept "Weekends Only Warehouse" Aisle 3 stores.

- Managed dozens of internal corporate office projects involving 1-100 person moves, office construction, and systems furniture reconfigurations.
- Reduced project costs and condensed completion schedules by sourcing stock alternatives to custom materials, and innovating techniques and procedures. New *Aisle 3* units had a cost per square foot less than half of a traditional *Filene's Basement* store.

Lechmere | Woburn, MA

Sept 1988 - May 1994

Store Design Planner

Designed and administered all store sales floor design projects. Developed detailed FF&E plans for gondola, custom millwork, voice/data, fixture electrical, neon signage/accents, and merchandise set-up. Implemented new merchandise, fixture and concept strategies chain wide.

Education

OSHA | www.osha.gov

June 2005

Construction Safety & Health Certificate (10 hour course)

Northeastern University | Boston, MA | www.northeastern.edu

June 2000

Construction Project Management Certificate

Seven course program of contracts, scheduling, construction law, and project management. 3.6 GPA.

Northeastern University | Boston, MA | www.northeastern.edu

June 1994

B.S.B.A degree (Marketing minor)

University College (Evening program) - Graduated with high honors (magna cum laude).

Boston Architectural Center | Boston, MA | www.the-bac.edu

May 1986

Architectural Program

Completed 50% of requirements for Bachelors of Architecture degree program before leaving to pursue business degree at Northeastern.

Technical

Proficient in Microsoft Office (Word, Excel PowerPoint & Outlook), Microsoft Project, Microsoft FrontPage, Autodesk AutoCAD, Archibus CAFM, and Corel Draw/PhotoPaint.

Community

American Red Cross | Beverly, Peabody & Haverhill MA | www.redcross.org

Nov 1986 - Present

Volunteer

- Instructor - CPR & First Aid (1987-Present). Instructor Trainer as of 2007.
- Health & Safety Services committee member, ARC Beverly. (1995-2003). Chairperson from 1995 to 2001. Recruiting instructors and volunteers, marketing, determining course offerings & pricing, and quality assurance.
- Area Council/Board of Directors member - ARC Mass Bay/Peabody (1988-1991).
- Disaster Action Team member (1986-Present). Disaster Operation Officer - ARC Mass Bay/Peabody (1988-1991). Planning, preparation and execution of disaster relief operations.
- Organizer of various fundraising events including golf tournament and comedy night (1990-Present).