

Mark S. Reid

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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, design, furniture, contractor bidding, budgeting, scheduling, fixtures and equipment (FF&E), move coordination and day-to-day facilities services. Specific expertise as owner's representative in office, wet lab and retail facilities.

Professional

Independent Contractor

2009 – Present

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

Surveyed 1.6m SF of property portfolio and created/updated as-built CAD files and SF analysis to update tenant and CAM square footages. Providing on-going space plan design services for prospective tenant proposals.

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

2000 – 2009

Project Manager

Provided project management services as an owner's representative to client firms. Managed full project scope from lease review, to design, construction, relocation and day-to-day facilities support. Projects ranged from small internal office restacks to entire company relocations.

- Partners Healthcare: Managed facilities operations to Partners Information Systems department of 1400 employees in over 30 office locations over two-year period.
- Brown University: Directed relocation of over 200 staff and faculty into a new 169,000 SF lab/office/classroom Sidney Frank Hall for Life Sciences.
- Wyeth: Completed six separate projects over a five year relationship. Research lab and office relocation projects ranged from 47,000 SF to 70,000 SF, involving 80 to 250 staff.
- Developed DPM's SOP and training materials for biotech projects, and led internal staff training.

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

1994 – 2000

Project Manager/Planning and Construction

Start to finish project management of construction and renovation projects. Selected and managed outside A/E consultants, contractors, and FF&E installers. Negotiated scope of responsibilities with landlords and developers. Developed prototype design, construction, and FF&E specification standards. Directed all internal corporate office projects involving 1-100 person moves.

- Successfully completed 17 new stores, and multiple remodel projects ranging from 28-70,000 SF with budgets from \$100,000 to \$2.5 million.
- Developed and launched eight new concept *Aisle 3* "Weekends Only Warehouse" stores.

Education

Northeastern University | Boston, MA |

1994

B.S.B.A. degree (magna cum laude)

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

2000

Construction Project Management Certificate (3.6 GPA)

Community

American Red Cross | Beverly & Boston MA | www.redcross.org

1986 - Present

Volunteer CPR & First Aid Instructor and Instructor Trainer. Former capacities on Area Council/Board of Directors, Health & Safety Services committee, Disaster Team