

Rowena Dziubla

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Summary of Experience

- **Project Management:** Procurement, developing project schedule, monthly progress reporting, financials and coordinating deliverables with internal/ external clients to mitigate risk and manage client expectations.
- **Business Development:** Networking, marketing and workshops with a focus on building brand and industry recognition.
- **Estimating:** Developing project hard/ soft costs based on issued RFP documents, subcontractor solicitation and established internal unit costs for both hard bid and design build projects in the public/ private sectors.

Employment History

MARCH 2018 - SEPTEMBER 2021

Broadway Electric Inc; General Contracting Division, Elk Grove Village, IL - *Estimator*

- Government & Municipal National Projects
 - Bid Solicitation, Estimating and Buy-Out of all Trades
 - Project Management
 - Clients: VA, USACE, BOP, FCI, National Guard
- Corporate Talent & Recruiting for Various Internal Positions; Locally & Nationally
- Business Development including, but not limited to events with ASA, IIT Alumni, Bid Opportunities with City of Chicago/ MWRD/ O'Hare/ Local Municipalities, Windy City Women in HVAC, NAWIC, etc.

OCTOBER 2019 - PRESENT

Get Fit EGV, Elk Grove Village, IL - *Owner*

- In-Person Semi-Private Group Training and Coaching

JULY 2017 - PRESENT

WODeration LLC, Elk Grove Village, IL - *Owner*

- Small Business & Career Coaching for the Construction Industry

OCTOBER 2017 - MARCH 2018

Talent Hitch, Chicago, IL - *Director of Business Development*

- Construction Industry Recruiter
- Full Desk

MAY 2016 - OCTOBER 2017

JC Anderson, Elmhurst, IL – Estimator

- Commercial Interiors General Contractor; Private Sector
- Clients: CBRE, Paylocity, Willis Tower, Merchandise Mart

MAY 2015 - MAY 2016

Blinderman Construction, Chicago, IL – Estimator

- General Contractor for Public & Private Sectors
- Clients: CPS, PBC, The Graduate Hotels, Great Lakes Naval Base

MARCH 2014 - MAY 2015

FE Moran, Northbrook, IL – Project Manager

- Mechanical subcontractor
- Projects: 11 S LaSalle - Marriott Hotel, Glenview School District, Commercial Interiors

JUNE 2013 - MARCH 2014

Atlas Restoration, Buffalo Grove, IL – Client Service Manager

- Waterproofing
- Underpinning & Piers
- Interior Residential Renovations

FEBRUARY 2012 - JUNE 2013

The Macon Group, Chicago, IL – Project Manager

- Procurement, Contracts, Change Orders, Submittals and Closeout
- General Contractor; Private Sector
- National & Local Projects: 7-11, Massage Envy, Milt's BBQ, Chase Bank, McDonald's, Burger King

OCTOBER 2009 - FEBRUARY 2012

FH Paschen, Chicago, IL

- General Contractor for the Public Sector
- Chicago - Estimator
 - Bid Solicitation, Assistant Bid Coordinator, MBE/WBE Certification Management for Bidding Process
- New Orleans - Executive Assistant to VP & Office Manager
 - SOP Implementation and Support for New Satellite Office with \$300M Worth of Awarded Work
 - Assisted Project Management Team with Onboarding Local Workforce

MARCH 2007 - OCTOBER 2009

The Gammonley Group, LaGrange, IL – Contract Administrator

- Procurement, G702/703, OAC Meetings, Change Orders, Submittals, Subcontractor Insurance Certificates and Closeout.
- General Contractor for the Private Sector
- Project: 757 North Orleans - 23 Story Mixed Use High Rise Condominium

APRIL 2006 - MARCH 2007

General Electric, Northwest Region – Regional Site Controller

- Remote cost control in Indiana for Power Plants.

MARCH 1999 - APRIL 2006

Jupiter Realty Corporation, Chicago, IL – Executive Assistant to Senior VP

- General Administrative Work, Monthly Project Requisitions, Contractor Insurance Database Creation and Implementation, Project Cost Tracking
- Real Estate Developer
- Projects: IMDC Medical District, 215 W Washington, Lakemore Apartments

MARCH 1999 - PRIOR

Black & Veatch; Utility Division, Elk Grove Village, IL – Administrative Assistant

- Accounting and General Office Duties.
- Verifying Footages on As-builts for Billing Purposes
- Client: TCI of Illinois

Skills

True team player and leader with a knack for technology.

- Detail oriented, work well with fixed deadlines and prioritizing to keep all the plates spinning.
- Fluent in ProCore, Primavera CM13 and other industry standard document management systems.
- Fluent in bid solicitation software such as Building Connected, iSqFt and Timberline
- Experience working with AutoCAD, Navisworks and Sketchup.
- Effective communicator in all settings including working remotely and virtually.
- Creative background from both schooling and personal interests.
- Fluent in G-Suite, Microsoft Office and various CRM systems ie., Salesforce, Pipedrive, etc.
- Instructional video creation and editing with MS Movie Maker, Soapbox, etc.
- Experience with creating ad campaigns on LinkedIn, Instagram, Facebook etc. for effective solicitation and professional social media presence.

Education

2008

Harrington College of Design, Chicago, IL - *Bachelor of Fine Arts*

2008

Illinois Institute of Technology, Chicago, IL - *Architectural Engineering*

2001

Wilbur Wright Junior College, Chicago, IL - *Associates in Engineering Science*

1997

Von Steuben Metropolitan Science Center, Chicago, IL - *Math & Science Major*