

Cynthia Rouse

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Entrepreneurial Experience

Managing General Partner of Urban Revitalizers

Construction Management Services

3/05 to Present (Contractual services)

Office of Planning and Community Development, City of Attleboro, MA 02703

- *Inspect properties and prepare specifications*
- *Negotiate project costs with owners and contractors*
- *Perform regular construction monitoring and final inspections*
- *Determined eligibility for financial assistance programs.*
- *Prepare financial documents related to grants and loans*
- *Performed financial analysis of all case files*

Project Management

2/06 to Present (Contractual services)

Lenard Engineering, Inc. 19 Midstate Drive Ste 120 Auburn, MA 01501

- *Monitored the development of schematic GIS mapping layers for the town of Chester, MA*
- *Assembled and managed development teams*
- *Negotiate project costs with Prime Contractor*

Construction Inspection Services

3/04 to 12/04 (Contractual services)

U.S. Department of Housing and Urban Development, Washington, DC 20410

- *Performed weekly construction inspections of elderly and assisted living projects*
- *Ensured that work complied with local, state, federal codes and regulations*
- *Reviewed change orders, payment requests, and schedules*

Construction Management Services

12/03 to 8/04 (Contractual services)

Office of Planning and Development, City of Lawrence, MA 01841

- *Inspected properties and prepared specifications*
- *Negotiated project costs with owners and contractors*
- *Performed regular construction monitoring and final inspections*
- *Determined eligibility for financial assistance programs.*
- *Prepare financial documents related to grants and loans*
- *Performed financial analysis of all case files*

Construction and Project Management Services

11/02 to 10/03 (Contractual services)

DaSilveira Builders Inc., 25 West Cottage Street, Dorchester, MA 02125

- *Assembled and managed development teams*
- *Prepared funding applications for predevelopment and mortgage financing*
- *Identified development opportunities and completed feasibility studies*

Construction Management Services

3/02 to 11/02 (Contractual services)

Dept. of Neighborhood Development, 38 Winthrop Street, Hyde Park, MA 02136

- *Inspected properties and prepared specifications*
- *Negotiated project costs with owners and contractors*
- *Performed regular construction monitoring and final inspections*

Construction and Property Manager

12/98 to 10/02 (Management of partnership assets)

Urban Revitalizers, P.O. Box 42621, Philadelphia, PA 19101

- *Acquired vacant and dilapidated residential structures*
- *Coordinated design and supervised construction*
- *Managed rent collections and supervised maintenance and evictions*

Employment Experience

Construction Contract Coordinator

10/99 to 7/01

The Philadelphia Housing Authority, 12 South 23rd Street, Philadelphia, PA 19103

- *Assisted in planning and construction under affordable housing programs*
- *Processed high volume contract modifications and payments (more than \$50M)*
- *Supervised the rehabilitation of units and maintained project schedule*

Housing Rehabilitation Specialist

11/97 to 10/99

The Philadelphia Housing Authority, 1310 Lehigh Avenue, Philadelphia, PA 19121

- *Conducted physical inspections and prepared scope of work for contractors*
- *Reviewed specifications with contractors and wage and compliance officers*
- *Supervised the rehabilitation of units and expedited project completion*

Housing Manager

4/94 to 11/97

The Philadelphia Housing Authority, 3210 Spring Garden Street, Philadelphia, PA 19104

- *Conducted Housing Quality Standard inspections and generated work orders*
- *Reduced vacancies by showing prospective tenants units available for occupancy*
- *Improved the amount of rents collected by pursuing tenants in possession*

Property Manager

2/93 to 3/94

Greenway Court Apartments, Philadelphia, PA 19152

- *Gathered and analyzed data and prepared reports*
- *Participated in the resolution of complaints*
- *Showed available units to prospective tenants*

Education

Boston University Bachelor's Degree in Business Administration

Temple University Fox School of Business Management

Community College of Philadelphia Construction Management Coursework

National Association of Housing Redevelopment Officials Public Housing Management

American Institute of Drafting Architectural Coursework

Computer Proficiency

Operating Systems: MS Windows 3.1/95/98/2000/XP; MS Project, Lotus Notes

Word Processors: MS Word, MS Excel, Word Perfect, Lotus, MS Power Point

Databases and Geographic Information Systems: MS Access, S-Plus, ArcView, ArcGIS

Travel

Canada, Iceland, France, Holland, Italy, South Africa, Spain, Peru, Portugal, Virgin Islands and much of US