

Melissa Totten, LEED AP

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EDUCATION

University of Washington

Bachelor of Arts in Urban Studies and Planning

Seattle, WA

March 2006

- GPA: 3.5 with honors, Deans list 2004-2006, Washington State Scholarship award
- Coursework: History of Planning Theory and Practice, Urban Government and Organizations, Gender in the Urban Landscape, Cities and Citizenship, The Metropolis, GIS
- Quarter Abroad: Italy, Architecture Design

EXPERIENCE

SpawGlass Contractor Inc.

December 2008- January 2009

Manager of Business Relations

Austin, TX

- Served as liaison for all business relations to uphold and improve the company's corporate image.
- Tracked proposal requests and presented relevant requests to leadership team. Produce proposals.
- Lead/advised project teams in preparing for interviews. Developed presentations and leave-behind materials.
- Submit for local Award Nominations: Won the 2009 ABC Excellence in Construction Awards National Eagle for submission of McKenna Village Continuing Healthcare Facility.
- Managed project performance surveys to track client satisfaction at midpoint and project completion.
- Developed press releases for project awards, project groundbreaking, awards received and notable achievements.
- Organized successful public outreach activities for Big Brothers Big Sisters and Phoenix Academy.
- Assisted with quarterly newsletter articles and layout.
- LEED Coordinator developed project standards used across all projects seeking LEED certification.

CB Richard Ellis

April 2006- November 2008

Assistant Project Manager

Austin, TX

- **Significant Assignments:** Bantam Electronics 45,000 SF renovation - Interior/Warehouse/Storefront/Manufacturing; Parsons 17,000SF two phase interior renovation; Loomis Austin 12,000 SF interior renovation
- **Clients represented:** Constellation Energy, Duff & Phelps, GSBT, IDT, MetLife, Mexican Consulate, NXP Semiconductors, Sigma Tel, The Hartford, Verizon
- Through value engineering process saved 500k for Bantam Electronics.
- Managed a two phase interior remodel for Parsons. Coordinated the relocation of three groups simultaneously. Realized significant cost savings through early purchase and storage of materials.
- Saved IDT \$100k in competitive bid process, value engineering process and CBRE National contracts.
- Represented building landlord MetLife. Enforced lease and contractual requirements to move multiple tenants into the building on schedule and budget.
- General Responsibilities: Serve as liaison between client and contractors. Meet with clients, architects, engineers and consultants to establish project requirements. Prepare and review project contracts, bid documents and interpret building plans. Develop and maintain schedules and budgets. Proficient in MS Project.

Project Coordinator

Tukwila, WA

- Gained Project Management experience in the medical field working on the client site for Group Health Cooperative. An account that included 56 buildings across the state of Washington.
- Worked with Group Health Directors to develop building standards across all 56 buildings.
- Standardized the look and feel of all buildings through the implementation of consistent interior branding.
- Conducted building usage analysis to determine future growth needs for Group Health.

ADDITIONAL

- Currently serving as USGBC Education Co-Chair, CREW Special Events Co-Chair, Member of RECA and SMPS.
- Interests: Avid Marathon Runner- competed in the Boston Marathon 2009, outdoor activities, live music, traveling, cooking, fundraising and community service.
- Proficient in MS Project, InDesign, Photoshop.