



# KELLY ONEAL-YOUNG

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## SUMMARY

Dedicated and focused Project Manager with over 16 years of experience overseeing interior and exterior renovations, multi-tenant buildout, demolition and client driven on-call programs. Experience includes excelling at prioritizing, completing multiple tasks simultaneously and following through to achieve project goals. Flexible, detail-oriented and adaptive team player with expertise in associated training and development, customer service and process improvements.

## SKILLS

- Preconstruction/Proposal Development/Permit Processing
- Construction/Tenant Improvements
- Construction and Document Management/Material and Schedule Management/Quality Assurance and Control
- Budget/Change Management/Purchasing and Procurement
- Communication Skills
- Team Coordination
- Vender, Subcontractor, and Client Relations
- Renovations, building and demolition
- Identifying building costs
- Client rapport

## EXPERIENCE

**Construction Project Manager IV** / Auburn University - Facilities - Auburn, Alabama

07/2021 - Current

Manage client expectations and projects consisting of Interior Buildout/Renovation Projects from Preconstruction, Construction, Coordinating Project Meetings, and Change Management. Along with managing, I coordinate with team members, architects and general contractors to set up processes and development of project concepts to a successful project completion, on schedule and within budget.

### *Project Highlights:*

- Delivered high level service to clients in effort to build upon relationships for future. Service included updating clients on consistent basis regarding projects and answered questions quickly and with knowledgeable support.
- Built and established relationships with departmental and engineering staff. Coordinated with vendors and contractors to align timelines, phases, priorities, goals and objectives to be perform across projects or shutdowns.
- Maintained daily communication with architects, general contractors and subcontractors/vendors, and inspectors to drive forward progress of project and managed the submittal and processing of Request for Information between the general contractor, owner and owner consultants.
- Drove continuous improvement of project delivery process by providing strong leadership and reviewed project risks and devised proactive strategies to avoid potential roadblocks.
- Managed contracts, generated and tracked change orders and other contractual modifications affecting budget and schedule. Assigned tasks and communicating expected deliverables.
- Reviewed budget and subcontractor estimates in detail and analyzed for accuracy with scope of work relevancy in mind.

**Project Manager** / Specialty Finishes, Inc. - Atlanta, GA

11/2020 - 07/2021

Estimated and Managed a wide range of Interior Buildout/Renovation Projects which ranged from Preconstruction,

Attending Project Meetings, and Change Management. Along with managing, I coordinate with team members and superintendents to set up and determine project schedules, processes and development of project concepts with the General Contractor to a successful project completion, on schedule and within budget.

*Project Highlights*

- Utilizing project schematics, drawings and specifications to complete detailed and highly accurate take-offs.
- Oversee and work with the current workforce schedules and allocate resources in collaboration with the Superintendent in order to achieve project goals.
- Brought projects in on-time and in accordance with budget and quality standards.

**Project Manager** / Holder Construction Group, LLC - Atlanta, GA

04/2014 - 10/2020

Managed a wide range of Interior Buildout/Renovation Projects which ranged from Preconstruction, Conducting Project/Owner Meetings, Change Management, and Virtual Design of Construction (VDC). Along with managing, I coordinated with team members and superintendents to determine project schedules, processes and development of project concepts with the Owners, Partners, Architects, Engineers and Consultants to a successful project completion, on schedule and within budget.

*Project Highlights:*

- Managed a Multi-Story \$90M Design/Build interior buildout. Project consisted of 3 connected buildings ranging from 24,000 to 43,000 SF.
- Assisted trade contractors in an extensive shop drawing/coordination review process with the architect and client.
- Worked along side the client to coordinate a large scale Audio/Visual scope of work.
- Coordinated and developed a bi-weekly photo progression schedule and open space interactive update in order to provide the client with a realistic progression of the project.
- Defined and initiated \$1M to \$8 Corporate and Regional Interior Office Renovations throughout Atlanta, GA, Charlotte, NC, San Jose, CA, and Virginia. Provide guidance and coordination with multiple leadership groups in order to coordinate move expectations, budgeting updates, and trade management.
- Coordinated, managed, and assisted the superintendent and client with a \$1.2M chemistry lab upgrade through preconstruction on developing the project scope, schedule, budget and estimate.
- Interacted with clients on a weekly basis and set up owner meetings and agendas to provide a timely and relevant status updates.
- Supervised and managed a \$3M Refresh Servery Upgrade which included kitchen equipment, finishes, and meeting room upgrades.
- Managed and worked with onsite superintendent on a \$4M North and South building consolidation Security, Interior Finish, Exterior and Fire Alarm Upgrades.

**Senior Engineer/Engineer/Office Engineer** / Holder Construction Group, LLC - Atlanta, GA

06/2007 - 04/2014

Assisted managers, superintendents, and clients with managing multiple interior buildouts and on-call programs by working through project costs handling vendor contracts and costs. Planned and executed Subcontractor Meetings, Owner Coordination meetings, Project Schedules, Design and Construction Meetings between the Architect/Engineer and General Contractor.

*Project Highlights:*

- Conducted, scheduled and managed Interior On-Call Program for 9 yrs with miscellaneous projects ranging from \$5K to \$3M.
- Coordinated a Multi-phased \$9M Interior Demolition/Renovation buildout consisting of Elevator Lobby, Main lobby and Interior Finish Upgrades, along with Exterior Entrance and Servery Upgrade/Renovation.
- Assisted with managing the cost/change management/vendor buildout of a 350,000 SF \$19M Interior Renovation consisting of three Phases. Phase 1 consist of 9 floors, Phase 2 consisted of 5 floors being renovated along with a Cafeteria, and Fitness Center, and Phase 3 consisted of 3 interior tenant floor renovation.
- Coordinated and assisted superintendent with managing trade contractors and material procurement for \$8M Phased interior renovation resulting in Restroom upgrades, Escalator changes, Mechanical System upgrades, and interior finish upgrade.

- Prepared and assisted manager with coordinating final closeout documentation and LEED documenting for interior construction of renovated corporate office buildout.

**Project Assistant/Intern** / EMJ Corporation - Chattanooga, TN

05/2004 - 06/2007

Assisted with various aspects of the project, which included: Preparation of Closeout Documents, Preconstruction, Coordination of Submittals and Request for Information, Preparation of Daily Reports, under Superintendent's supervision.

*Project Highlights*

- Prepared daily project status updates and assisted project manager by scheduling trade contractors and reviewing drawing packages for a Multi-Phased Mall Renovation.
- Managed finish and specialty trades on a Life Style Center project located in North Carolina.
- Assisted onsite superintendent by organizing drawing packages, obtaining selling features for property managers with final finish selections for residential tenants, and closeout.
- Supervised and coordinated multiple trades on a multi-story condo infrastructure.
- Assisted with managing the issuance of submittals and drawing packages for a Museum Addition for Modern Art.

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## EDUCATION AND TRAINING

**Bachelor of Science:** Building Science/Construction Management

2006

Auburn University - Auburn, AL

Completed professional development in the College of Architectural, Design, and Construction.

OSHA 30 Hour

First Aid/CPU Certified

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## ACTIVITIES AND HONORS

- Member - Atlanta Auburn Building Science Alumni Association - 2008 - 2021
- Member, LEED Green Associate
- Member, Alumni Association
- Member, NAWIC Montgomery, AL

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## WEBSITES, PORTFOLIOS, PROFILES

- [linkedin.com/in/kelly-o-neal-young-9437b74](https://www.linkedin.com/in/kelly-o-neal-young-9437b74)