

Manuela Oddone, D.I.D.



Project Manager

Responsible for working with senior Client management to ensure that all facets of construction: planning, contract strategy, budgeting, scheduling, and logistics, are executed in a manner that enables Clients to fulfill their construction objectives.

2018 – Present **Project Manager**

- Managing & supervising Tenant Improvement Construction to Crowfoot Landing.
- Project Manager for CER (PSPC) Tenant Improvement with Security Clearances required in representing Landlord. RFP preparations, Tender & overseeing all Consultants & Drawing Review & Approvals.
- Logo Gifts CrossIron Mills Retail Tenant inline buildout , Design/Project Manager
- Osmows Food Chain Tenant Design/Project Manager Buildout.
- Aspen Landing Doctors' Offices space planning/Design

2015 – 2018 **Tenant Coordination - Project Manager**, Oxford Properties Group

- Review & approval of all Tenant Construction Drawings. Including being team lead to large scale projects
- Managing & supervising the Landlord Construction of various Projects, including the preparation of Retail spaces for handover from Landlord to Tenant. Reviewing of & preparation of Schedule C documents. Liaise with Major Redevelopment Stakeholders, Leasing Agents, Building Operations. .
- Building strong relationships with Stakeholders, Tenant representatives, Tenant contractors, Landlord General Contractors & Sub-trades.
- Source & complete cost estimates for various projects for Landlord & Tenant Construction.
- Overseeing of Tenant construction process & complete deficiency reports.
- Municipal approvals, Concept design, Contract tender & administration of documents. Award Construction Contracts.
- Implemented Innovative Redesigning of Mall Criteria, Signage Criteria & collaboratively designed Food Court Criteria. Creative Designing of vacant Pop up Tenancies & completing Tenders under budget. Management & Training of client staff.

2013 – 2015 **Project Manager**, Design and Production, General Restaurant Supplies Ltd.

- Manage, Design and production of contract documents for Commercial projects within the Calgary Zoo, Hyatt Inns, Calgary Coops.

2010 – 2012 **Design and Production**, Avanti Kitchens

- Manage, marketing and sales, Design and production of Contract Documents for Commercial Projects.

2008– 2010 **Design and Production**, Parchoma & Jones Inc.

- Proficient in Commercial & Restaurant Design- producing Full Working Drawings.
- Tenant Coordination services & reviews.

2010 – 2008 **Design and Production**, Maxam Design Group International

- Proficient in Commercial & Restaurant Design- producing Full Working Drawings.
- Tenant Coordination services & reviews.

Education / Qualifications:

Mount Royal University – Interior Designer (D.I.D.)-1987

Christopher Leadership Course– Public Speaking -1990

Alberta College of Art– Fine Art Rendering Courses– 1990

PMP courses -TwentyEighty Strategy Execution-Negotiation Skills -2017/2018

ICSC Certification- Certification of Completion Of Courses- 2018/2019