

TRACEY E. RIVERA

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OBJECTIVE

Senior position in engineering management.

HIGHLIGHTS OF QUALIFICATIONS

- Strength in analyzing and improving engineering and administrative methods.
- Effective in facilitating communication between management and project team.
- Proven ability to manage large groups and increase productivity.
- Successful in negotiating favorable design and construction contracts.

PROFESSIONAL EXPERIENCE

Management

- Enhanced project management of specialty chemical plant by outsourcing design engineering.
- Supervised recruitment and staffing of over 40 project team professionals.
- Detailed execution plans for major design and construction projects involving project staffing, preliminary schedules, cost estimates, and engineering drawings.
- Wrote comprehensive summary for senior level management, incorporating monthly reports from specialty and project engineering, and construction management.

Construction Management

- Wrote 800-page Construction Management Guide documenting standardized construction procedures and reporting.
- Increased productivity by 12%, introducing a popular 4 day/48 hour workweek alternative.
- Negotiated with subcontractors to resolve contract disputes, resulting in a savings of over \$1 million.

Engineering/Product Development

- Conceived and patented profitable design for a Refrigerant Recovery System which realized a profit of over \$15 million.
- Trained 25 salespeople to demonstrate patented equipment to various industries.

EMPLOYMENT HISTORY

Synacor, Project Manager, Buffalo, New York, 2011-present

Allied Chemical Company, Project Manager, Morristown, New Jersey, 2006-2011

MILITARY EXPERIENCE

United States Navy, Squadron Leader, Sigonella, Sicily, 2002-2006

- Oversaw the training and safety of 15 service men and women.
- Coordinated work assignments, conducted performance evaluations, and recommended personnel for promotions and transfers.

EDUCATION

State University of New York College at Buffalo, Bachelor of Science in Industrial Technology, 2010

