

Amy Smith

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Manager of largest municipal project in history of Alameda County **seeks Alameda County General Services Agency Directorship**. Proven success at consistently guiding \$100M+ construction projects to completion on time and within budget. Committed to environmental sustainability and strengthening county procurement systems. Practices active, engaged team-based leadership that results in high worker/vendor performance.

Strengths

- * Municipal project management expertise
- * Building maintenance oversight
- * Exceptional customer service skills
- * Community outreach
- * Highly organized and detail-oriented
- * Knowledge of facility construction
- * Strong financial background
- * Public speaking and presentations
- * Solution-oriented business approach
- * Clear written and verbal communications

“Amy has what I look for – common sense, a strong work ethic, and a great personality.”
- Ann Namaste, Former General Services Agency Director of Alameda County -

Professional Experience

June 07-Present, **Alameda Co. Medical Facilities Development Project Mgr.** Oakland, CA

- Manages Alameda County’s \$668M Highland Hospital Tower Replacement Project (project is projected to be completed on time and within budget)
- Oversees 2 senior project managers and 30 vendors to ensure proper construction, and confers regularly with hospital officials to quickly document change orders
 - Holds weekly project manager meetings to apprise managers of change orders, resulting in timely buyouts from hospital officials
- Participated in design process to ensure successful implementation of sustainable green building policy, resulting in \$300K PG&E reimbursement for Phase 1 of project
 - Project is slated for \$500K-\$700K PG&E reimbursement for Phase II
- Developed and implemented local hiring policy, and guided contractors on subcontractor agreements, resulting in 40% of all work being awarded to local, minority and women-owned businesses
- Worked with General Services Agency Director, Alameda County Board of Supervisors and City Administrator to negotiate favorable vendor contracts
- Guides Board of Supervisors on environmental sustainability, external partnership development and strategies to strengthen county’s procurement systems
- Provides community outreach, including monitoring public feedback and publishing newsletters that apprise community of project progress
- Upgraded and expanded vendor data base by researching area contractors and vetting area contractors with local chambers and other civic groups
 - New data base now serves as resource for other counties to help them work more effectively with business community

March 06-June 07, **Marin Co. Project Mgr.** San Rafael, CA

- Managed health campus renovation project, including oversight of due diligence process, construction manager, general contractor selection, architect, and all work products
 - Negotiated structural improvements with owner of buildings and oversaw improvements, resulting in favorable building purchasing terms for Marin County that helped project come in on time and \$4M under budget (\$68M vs. \$72M)
 - Achieved Green Building LEED Silver Certification for environmental sustainability

March 98-Jan. 06, **Alameda Co. Waste Mgt. Authority Sr. Program Mgr.** Oakland, CA

- Served as technical consultant for Alameda Co. Waste Mgt. Authority clients to help win LEED Green Building Certification for 16 of their projects ranging from \$2M-\$160M
 - Developed/managed Green Building Design and Training Program, and managed development of Multi-Family Green Building Guidelines and Green Points System, resulting in LEED program scorecard now used county-wide to qualify LEED certification candidates

Jan. 97-March 98, **Sales Coordinator**, E-Spec Emeryville, CA

- Developed/implemented marketing plans for green building material manufacturer
- Launched major sales outreach initiatives and provided technical assistance to architectural, engineering and construction firms in Northern CA and Northern NV

Jan. 94-July 96, **Gen. Mgr. of Appliance Recycling Centers of America** Oakland, CA

- Managed 40 employees and all facets of 5 retail appliance outlet operations for national appliance recycling company, including contractual relationships, repair/reuse procedures, transportation issues, and personnel management
- Ensured all Alameda Co. Waste Mgt. Authority environmental, regulatory and permitting regulations were met to secure long-term Authority funding

Jan. 92-Jan. 94, **Oakland/Berkeley Recycling Zone Coordinator** Oakland/Berkeley, CA

- Managed joint cities' recycling program and developed new business by attracting targeted environmental companies
 - Packaged \$4M+ in loans/grants to companies and assisted 80+ businesses in obtaining loans/grants

Jan. 90-Jan. 92, **CALTRANS Right of Way Agent** Oakland, CA

- Oversaw 3 of 12 CALTRANS facilities (San Diego, Orange County and Marysville) and implemented business plans and financial strategies to better utilize resources
 - Result was replacement of portable structures with permanent buildings that increased efficiency and operational expenses

Education

MPP in Public Policy, Harvard University
BA, Political Science/Public Administration

Cambridge, MA
Oxford, OH