

Dear Sir or Madame:

In order to maintain the competitive edge in today's rapidly changing marketplace, concerned employers must choose prospective employees most carefully. Selected individuals must be able to display a diversity of skills, knowledge and experience. Additionally, the ability to adapt to new situations without hindrance to normal operating procedures is of utmost importance. As an individual with these qualities, I feel that I would be an excellent candidate for a position with your company.

I have enclosed my resume for your review and consideration. As you will note, I have an extensive background in **program management; project management; and facilities management**, which requires excellent interpersonal, planning and analytical skills. My ability to implement innovative technologies and effective systems has resulted in increased company revenues, efficient productivity and superior customer relations. Having extensive experience with systems management and integration I am looking to change the direction of my project management career. I am seeking a firm that will utilize these skills to develop software and hardware systems.

Naturally, you are concerned with finding the best possible people to staff your organization and I am confident that my track record and experience, coupled with my dedication to long range objectives and excellent managerial skills will produce results that will positively impact your company's growth and profitability.

Being currently employed, I would appreciate your confidentiality. I am seeking new responsibilities that will allow me to utilize my areas of expertise. I can be reached at the telephone number or e-mail address listed above to answer any questions you may have or to arrange a meeting at your convenience.

I have a strong background in engineering; systems technology; information services and information technology. I am a licensed Professional Engineer in New York State since 2007.

Thank you for your consideration and I look forward to speaking with you.

Very truly yours,



Vincent Falkowski
Enclosure

CAREER OBJECTIVE

A position that utilizes results-oriented skills and technological innovation to improve performance and profitability.

SUMMARY OF QUALIFICATIONS

A dedicated professional with superior management, organizational, analytical and planning skills. Able to coordinate multi-faceted projects; persistent in giving 100% effort to see projects through to successful completion. Strong interpersonal, written and communications skills, with a proven ability to interact with personnel at all levels. Able to quickly adapt to all situations and to communicate effectively one-on-one and with groups. Proven supervisory skills with the ability to troubleshoot problem areas and implement corrective action to ensure maximum efficiency. Demonstrated record of promotion based on performance and contributions.

FUNCTIONAL EXPERIENCE

- Coordinate functions in the development and implementation of projects leading to company competitiveness.
- Utilize broad-based knowledge to coordinate and complete multi-faceted, multi-phased projects.
- Create and implement organizational strategies to consolidate workflow and enhance effectiveness and maintain accountability.
- Communicate and coordinate with managers, contractors, vendors and staff to assess information, identify potential problem areas and recommend workable solutions.
- Strive to ensure the successful attainment of short and long-term goals.
- Develop leading and lagging indicators of procedural activities to benchmark performance and to forecast areas of strength from areas requiring improvement.

PROFESSIONAL EXPERIENCE

JACOBS CARTER BURGESS. – New York, New York

April 2003 to Present

PROJECT MANAGER

Jacobs Carter Burgess is a top ranked, national, multidiscipline, architectural and engineering firm.

NASSAU COUNTY POLICE & FIRE COMMUNICATIONS CENTER (\$65M – IN PROGRESS)

My current assignment is the conversion of a warehouse to a new Police & Fire Communications Center for Nassau County. This facility is a high security, technology rich, systems redundant, \$65M 24/7 call center that will provide emergency response communications to the residents of Nassau County. Developed the scope of work for the architect and managed all aspects of the project from the program phase to the bid and award phase of the early works package to complete the structural modifications and a new building addition. Tedious oversight was required for systems design early in the project to ensure redundancy compliance in compliance with NFPA 1221 for emergency communications centers. The follow-up project is the main-building fit-out including building envelope and site package which is currently in design. Coordination of the main project between numerous Nassau County departments and A/E team was vital to the success of the project. Careful management of client expectations in a government forum ensured that potential schedule and budget impacts were understood well in advance of realization.

NASSAU COUNTY HEALTH & HUMAN SERVICES (\$24M – PROJECT COMPLETED)

Past successes include the relocation of the 8-departments that make up the Nassau County Health & Human Services (HHS). The County initiated a “No Wrong Door” policy to consolidate the departments and their services into one location to maximize the range of client services. The prior geographical distance between support services made it difficult for residents to find or to obtain services of other departments with each visit. The project had extreme political pressure and was a highly publicized event. This billion dollar government department has in excess of sixteen hundred employees and provides services to hundreds of clients each day. The coordination between the building owner; existing building tenants; County Departments; County operational concerns; and construction activities took place over several years. The availability of services to the community was the highest priority and considered “mission critical”. A disciplined approach was required to coordinate the relocation of staff and equipment. The moves took place over an extended holiday weekend to ensure services to the community were never interrupted. Subsequently the facility opened and served over 1000 County residents in need on its inaugural day.

AWL INDUSTRIES, INC. – Brooklyn, New York
DIRECTOR OF OPERATIONS

February 2002 to April 2003

AWL Industries, Inc. is a multifaceted contractor providing mechanical installations; service/repairs; general contracting; and metal fabrication. The company had over 100 employees with annual revenues of \$30M. Overall responsibilities were for the day to day operations of the project leaders, the labor in the field and the manufacturing plant.

INSPECTION & TESTING SERVICES, INC. – Jamaica, New York
VICE PRESIDENT, OPERATIONS

June 2001 to February 2002

New York Testing Laboratories, Inc. performs product and material testing for government and private clients. Responsibilities were to manage the all aspects of the firm.

DORMITORY AUTHORITY STATE OF NEW YORK - Albany, New York
PROJECT MANAGER

November 1996 to June 2001

The principal responsibility of this position is to manage several construction projects with an emphasis on budget and schedule. Often several projects run concurrently and require coordination of the schedule and funding expenditures.

All facets of the design and construction phases must be closely administered. This position is the point of contact, information and administration for a vast array of organizations. This includes the client - City University of New York; its client - Queens College; the multiple contract holders - Architects, Engineers, Construction Managers, Contractors & Vendors; State and City regulatory agencies - building departments, departments of transportation and labor; and internal personnel within the Dormitory Authority.

Campus Assignments - Queens College, York College & Queensborough Community

- Renovation of Building "B", a 21,000 SF renovation of a support building, \$8.1M
- Renovation of Powdermaker Hall, 188,000 SF mixed occupancy including classrooms and admin space, \$65M
- CUNY Law Addition, \$7.9M
- Various building envelope and mechanical upgrades, \$6M

DORMITORY AUTHORITY STATE OF NEW YORK - Albany, New York
FIELD REPRESENTATIVE

September 1995 to November 1996

A consolidation of New York State construction agencies, the Facilities Development Corporation and the Dormitory Authority gave way to this position of Field Representative. The duties, functions and project workload remain the same as mentioned below in the Facilities Development Corporation.

FACILITIES DEVELOPMENT CORPORATION (FDC) - Albany, New York
CONSTRUCTION ENGINEER

May 1990 to September 1995

The primary responsibility was to act as front line liaison between all parties involved in projects including FDC, the client and the contractors. Principle projects include a rehabilitation of Creedmoor Psychiatric Center's largest building and the facility's Boiler/Chiller Plant. The total facility construction budget was \$110M over six years.

STV/SEEYLE, STEVENSON, VALUE & KNECHT - New York, New York
DESIGN ENGINEER

June 1988 to January 1990

Responsible for design and drafting on industrial, commercial and residential projects involving lighting, power and communications.

EDUCATION**HOFSTRA UNIVERSITY - Uniondale, NY***B.S. in Electrical Engineering, minor/Mathematics - 1988***NEW YORK INSTITUTE OF TECHNOLOGY -
Westbury, NY***Architectural Curriculum - 1981 to 1982***MILITARY****UNITED STATES MARINE CORPS RESERVES***Corporal, E-4 - 1986 to 1991 Honorable Discharge**Personal and Professional References
provided upon request*