

Sara D. Lees

[saradlees@austin.rr.com](mailto:saradlees@austin.rr.com)  
512-555-5555

1234 Plum Tree Lane  
Austin, Texas 77777

### Summary of Qualifications

Senior manager with over 15 years experience in leading projects and people on a worldwide basis. Successfully managed, over \$100 million in capital projects, for BIG BIZ, over a five year period. All projects were delivered within their pre-approved budgets and schedules.

### Key Skills

Project Management  
Strategic Planning  
Contract Negotiation  
Mergers and Acquisitions

Leadership  
Business Development  
Operations Management  
Human Resource Development

Change Management  
Forecasting  
P&L Management  
Registered Architect

### Professional Experience

#### Lees Family, 2002 - Present

##### Architect, General Contractor, Financial/Investment Manager, Community Volunteer

Provided design and general contracting services for residential and commercial projects. Managed investment portfolio. Community volunteer.

#### BIG BIZ - Austin Texas, 1997 - 2002

##### Real Estate Project Manager, 2001 - 2002

Developed TTT Software's new corporate headquarters completely from strategic planning phase through move-in. Construction duration, including a parking garage, was 14 months. Project included a 200,000SF, 5.5 level building and a 650 car parking garage, with a \$56M capital budget.

- Delivered project on time saving BIG BIZ lease holdover payments of \$500K per month.
- Delivered project within pre-approved capital budget.
- Implemented internal communications program for campus move of 700 employees. The program educated employees on the project status and informed employees of how their concerns were being addressed. Result: Project recognized by TTT Software General Manager for zero escalations and exemplary customer satisfaction.
- Procured new furniture, network, and telephone equipment totaling \$8M, including wireless network infrastructure within required milestones.
- Project Awards: Best Commercial Office Project 2001, Austin Business Journal; National Leadership in Environmental and Energy Efficient Gold Award.

#### Director of Real Estate and Facilities, TTT Software, BIG BIZ, 2000 - 2001

Lead staff of approx. 40 at HQ and field offices. Managed an annual capital budget of \$5M and expense budget of \$77M. Contributed to policy making along with the development of strategies, operational guidelines and long range planning.

- Delivered facilities to support headcount growth from 300 employees to 4000 employees worldwide in less than 5 years.
- Reduced square footage per employee from 260SF to 200SF, resulting in \$750K annual rent expense savings.
- Reduced break room expense from \$1M to \$700K annually by streamlining product offerings.
- Reduced utility expense from \$1M to \$700K annually by developing process to disconnect phones.
- Drove employee-development initiatives, improving departmental performance and vitality.

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**Manager, Real Estate and Facilities, TTT Software, 1997 - 2000**

Managed 15 employees responsible for strategic planning, leasing, construction, and daily operations of over 600K SF of 50+ leases worldwide. Managed rent and operating expense budget totaling \$23M.

- Opened 30+ sales offices, over a 24 month period. New offices supported growth of company from \$350K to \$2B in less than 5 years.
- Merger and Acquisition team representative responsible for pre-acquisition lease research, reporting and integration management. Acquisitions resulted in the addition of 20 new sites and 600 employees.

**Other significant project management experience:**

**TTT Software Development Lab, Raleigh, NC**

200,000SF, 4 Levels, \$48M capital budget

Amenities included: 40,000SF of raised floor lab, 3,000SF data center, and a full service cafeteria.

Project manager responsible for financial business case, program requirements, design, construction and move-in. Responsible for procurement of furniture, network and telephone equipment. Project was delivered on time and under budget.

**TTT Software's Former Corporate Headquarter, Austin, TX**

120,000SF 6 levels, \$4M Capital budget

Project manager responsible for financial business case, program requirements, design, construction and move-in. Responsible for procurement of furniture, network and telephone equipment. Project was delivered on time and under budget.

**Status Realty Corporation, 1994 - 1997**

**Management Consultant**

Provided management consulting services to Fortune 500 clients in the U.S., Asia, and Latin America.

- Services included: architectural project management, strategic planning, operating expense forecasting, and contract negotiation.
- Clients: BIG BIZ/TTT Software, Novell Computer, GTECH Casino, University COOP Bookstore

**Blackbird Company, 1987 - 1994**

**Partner Design and Construction Team**

Founding Partner MSJ Design and Construction, an in-house design and construction firm with annual sales of \$1M. Services benefited Blackbird Company owned assets and Fortune 500 companies.

- Assisted in managing the design and construction of retail projects including: The Arboretum, Westbank Market, Brodie Oaks, and The Market at Wells Branch.
- Tenants included: Randall's, HEB, Chili's Restaurant, On the Border Restaurant, Dan McKlusky's Restaurant, Jason's Deli, Block Buster, Arboretum Theatre.

**Education**

**Masters of Business Administration**, University of Texas - Austin TX

**Interior Design**, Kansas State University - **Registered Architect**, State of Texas