

Sara D. Lees

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1234 Plum Tree Lane
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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	Leadership	Change Management
Strategic Planning	Business Development	Forecasting
Contract Negotiation	Operations Management	P&L Management
Mergers and Acquisitions	Human Resource Development	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