

A K I N O S A K A O K A , L E E D A P

yoijoho@hotmail.com • www.yoijoho.org

Project Management Professional with Architectural and Facilities Management Experience.

PROJECT MANAGEMENT • LEED AP • CONSTRUCTION DOCUMENTS • AUTO CAD

SUMMARY OF QUALIFICATIONS

- 10 successful years of experience working in the architectural field developing well-rounded skills as a project manager.
- Successfully managed multiple projects while working for Butler Rogers Basket and the United Nations.
- Earned a M.S. degree in Construction Management which provided me with crucial knowledge as a skilled project manager.
- Experienced every aspect in project management, including creating contracts, reviewing contract documents, communicating with client and other team members, preparing budgets, managing schedules, following up with DOB filing, conducting construction administration, reviewing change orders, etc.
- Exceptional problem solver who is driven to complete any project with integrity and quality.
- Capable of handling multiple deadlines while staying calm in a fast work environment.
- Excellent interpersonal skills.
- Decisive and quick-thinker.

PROFESSIONAL EXPERIENCE

PROJECT MANAGER

Butler Rogers Baskett, commercial, institutional, and sports/recreation design firm, New York. May 2006 – January 2009

Responsible for managing projects involving every aspect of project management, such as creating contracts, budget and schedule; attending meetings, following up with DOB filing, conducting construction administration, reviewing change orders, approving payment applications and managing construction schedules and costs. Project Manager for the following projects:

Brown Harris Stevens, 445 Park Avenue, New York. 19,025 RSF

Arsenal Capital Partners, 320 Park Avenue, New York. 1,500 RSF (partial floor)

Vibrant Media, Inc., 565 Fifth Avenue, New York. 9,600 RSF

Potter Anderson & Corroon LLP, 1313 North Market Street, Wilmington, DE 2,000 RSF (partial floors)

Richards Kibbe & Orbe LLP, One World Financial Center, New York. 30,000 RSF

The Legal Aid Society, 230 East 106 Street, New York. 17,000 RSF

Lauster & Radu Architects, commercial, residential, institutional, urban planning and restoration architecture firm, New York. January – May 2006

On behalf of **the United Nations** Office Space Planning Unit of the Facilities Management Services, prepared budgets, cost estimates and schedules; designed spaces, created construction documents, conducted meetings with clients, contractors and vendors; supervised constructions and furniture installations; and coordinated moves and deliveries.

GHK Associates, Inc., corporate interior architecture firm, New York. March 2000 – April 2002

On behalf of **the United Nations** Office Space Planning Unit of the Facilities Management Services, managed the renovations of the Department of Economic & Social Affairs (DESA) and the Department of General Assembly Affairs & Conference Services (DGAACS).

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TECHNICAL ARCHITECT AND DESIGNER

Mancini Duffy, New York, NY. Dec. 2004 – Dec. 2005 during breaks between semesters while a graduate student at NYU.

Ted Moudis Associates, Inc., New York, NY. June – September 2004

Rockwell Group, New York, NY. March 2004

A/R Environetics Group, Inc., New York, NY. October 2002 – June 2003

Real Data Management, New York, NY. April 2002 – October 2002

GHK Associates, Inc., corporate interior architecture firm, New York, NY. March 2000 – April 2002

The Baltimore Collection and Design Group limited, residential design firm, Cedarhurst, NY. Nov. 1996 – March 2000

INDEPENDENT CONTRACTOR AND OTHER DESIGN EXPERIENCE

Fashion Institute of Technology (SUNY), Academic Skills and Tutoring Center, New York, NY. April 2004 – June 2005 and February 2009 – present

Crown Road, Inc., residential interior design firm, Brooklyn, NY. August 2003 – June 2004

Saluma Bond Street, French boutique, New York, NY. 1999

Art Station, LTD., art supply store, New York, NY. 1997

Production Designer and Assistant Designer for films and music videos, New York, NY. 1993 – 1994

EDUCATION, TRAINING AND ACCREDIATIONS

NEW YORK UNIVERSITY Real Estate Institute, New York. M.S. in Construction Management, January 2006
Concentration: Construction Executive Management. 3.8 GPA

Studies have included construction accounting and finance; negotiation and dispute resolution; real estate and construction laws; labor relations, Microsoft Project and Suretrack scheduling; estimating, real estate development process, safety management, project management and construction organization management.

FASHION INSTITUTE OF TECHNOLOGY (SUNY), New York. B.F.A. in Interior Design, Spring 1996

NEW YORK UNIVERSITY, New York. Studied in M.F.A. program in Theater Design, 1993 – 1994

OSHA 10 hour Occupational Safety and Health Training, June 2005

LEED AP for Commercial Interiors, January 2009

SCHOLARSHIPS

NEW YORK UNIVERSITY SCHOOL OF CONTINUING & PROFESSIONAL STUDIES DEAN'S SCHOLARSHIP
New York, NY. September 2004

REMPEI & AKIKO MIZUNO FUND AWARD and **INTERNATIONAL HOUSE FESTIVAL OF NATIONS SCHOLARSHIP AWARD & STAFF SCHOLARSHIP COMMITTEE AWARD** New York, NY. 1993

TECHNICAL PROGRAMS

AUTO CAD, APERTURE, MICROSOFT OFFICE, MICROSOFT PROJECTS and **SURETRAK 3.0**

AFFILIATIONS

THE AMERICAN INSTITUTE OF ARCHITECTS (AIA), New York Local Member since September 2004

THE NEW YORK JAPANESE LANGUAGE MEET UP GROUP, Organizer and Conductor since August 2004

Responsible for a network of over 1800 members, while conducting monthly meetings in which members discuss in Japanese and English, a variety of subjects concerning Japan.