

Jessica Brumley

1613 SW 14th Street, Fort Lauderdale, FL 33312 * Cell 954-347-8957 * jbrumley1@nova.edu

Accomplished Facilities Management professional with 17 years experience in the principles and practices of construction, design, master planning, real estate and facility support services. Extremely effective in leading multi-disciplined teams that consistently yield high quality results.

NOTEWORTHY SKILLS

- Leadership/Team Building
 - Relationship Development
 - Repair & Replacement Management
 - Logistics Management
 - Human Resource Management
 - Budget Oversight
 - Emergency Preparedness
 - Contract Compliance
 - Project Management
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PROFESSIONAL SUMMARY

VICE PRESIDENT

Fort Lauderdale, FL

July 2015 - Present

Nova Southeastern University, Facilities Management

- Skillfully leads a team of approximately 220 internal members, and over 150 vendors, to deliver critical design, construction, acquisition, emergency management, environmental health and safety, security and operational support to a 314-acre campus in addition to over 20 campuses, clinical locations and administrative sites throughout South Florida and Puerto Rico.
- Responsible for an annual \$40M operational budget and \$100M annual capital budget.
- Works alongside the President, Provost and faculty to develop a campus master plan aligned with the academic vision.
- Provide oversight for the design, construction and operations of an \$80M, 215,000 square foot research facility, including vivarium, that was completed in August 2016.
- Acquired land key to implementing an above-ground drainage plan, saving \$4M in future development costs.
- Master planned a 30-acre campus in Tampa Bay, to support the growth of the College of Osteopathic Medicine into a 315,000 square foot facility.
- Present quarterly project and operational updates to the Board of Trustees.
- Maintain and foster relationships with Deans, local municipal representatives and vendors.
- Worked alongside the President, EVP/COO and the Hospital Corporation of America to sell a 9-acre parcel and site plan a 400-bed hospital, over 250,000 square feet of medical office and 1,500 parking spaces scheduled to break ground in 2017.
- Oversaw the development of a master residential and dining plan that creates over 1,000 new beds on campus by facilitating input from the President, EVP/COO, Residence Life, Finance and Business Services.

EXECUTIVE DIRECTOR

Fort Lauderdale, FL

June 2014- July 2015

Nova Southeastern University, Facilities Management

- Provided facility support and design and construction services to students, faculty and staff at over 11 campus locations.
- Strategized, updated and submitted an annual master plan for a 314-acre campus based upon academic needs and student growth.
- Developed and tracked annual construction budget of \$75M - \$90M.
- Recruited key personnel in Physical Plant to improve operational efficiencies.
- Identified remediation fraud leading to a settlement of approximately \$2M.
- Strategized long-range departmental planning with the Vice President, Facilities Management.
- Develop materials for, and attend, quarterly presentations to the Building & Grounds committee.

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DIRECTOR, DESIGN & CONSTRUCTION
Nova Southeastern University, Facilities Management

Fort Lauderdale, FL

2009 - June 2014

- Created an internal department for Design & Construction saving more than \$200k annually on outsourcing expenses.
- Daily over-sight and mentoring of a project management and accounting team responsible for an annual spend of \$75M-\$90M.
- Provided extensive coordination efforts with the Town of Davie, Building Department, to improve a previously damaged relationship.
- Project manager for a \$30M, 75,000 square foot research facility at the Oceanographic campus.
- Responsible for contract execution and contract management for all design and construction agreements.
- Served as point of contact for Internal Audit on departmental and project associated audits and developed procedures to address any findings.
- Championed a process improvement initiative to streamline bidding and contract management.

FACILITY & DESIGN MANAGER
Southeast Toyota Distributors

Deerfield Beach, FL

2007-2009

Managed Dealership facility projects, from conception to completion, for 85 dealerships in a 5 state region. Assisted Dealers in managing multi-million dollar construction budgets while complying with national brand standards implemented by Toyota Motor Sales (TMS).

- Saved \$2.5M on facility projects by implementing cost cutting measures during plan reviews and construction meetings that resulted in more brand compliant facilities.
- Daily communication with Southeast Toyota (SET) field team and dealership owners to ensure brand consistency and implement TMS approved cost savings measures.
- Received the Associate of the Quarter award for excellence in implementing SET's mission statement.
- Approved the allocation of thousands of supplemental vehicles, which resulted in additional sales and gross profit for the Dealers and SET.
- Championed brand signage compliancy as a special project to ensure that signs at 172 dealerships met TMS brand standards, improving SET's working relationship with TMS.
- Mentored Facility Analyst on all aspects of project management.

FACILITY & INDUSTRY RELATIONS MANAGER
AutoNation

Ft. Lauderdale, FL

2003-2007

Traveled nationally to manage and develop facility design standards for 278 dealership locations. Negotiated scope of work with automotive manufacturer representatives at 33 various brands ensuring that projects were brand compliant and within budget.

- Developed site plans and facility layouts for multi-million dollar facility projects that were used to expand AutoNation's dealership roster.
- Skillfully nurtured relationships with automotive brand representatives and local municipalities on a national level.
- Organized and executed market branding projects for 32 dealerships. Oversaw the design, removal, and installation of hundreds signs to successfully implement a new brand image for the company.
- Recognized by AutoNation executive management and regional field teams on detailed daily communication with Manufacturer Representatives, General Contractors, and Vendors to track project status, which ensured brand compliance.
- Mentored Jr. Project Management staff on all aspects of project management and market branding.

ASSISTANT PROJECT MANAGER

Ft. Lauderdale, FL

2003

Jimerico Construction

Assisted in managing the construction of 6 high-end condominium buildings in Key Largo, FL. Completed weekly job site visits monitoring progress and meeting with subcontractors. Coordinated plan reviews and bidding. Maintained project cost spreadsheet, purchase orders, and contracts.

- Implemented electronic and hard copy filing system to track 6 separate construction projects.

JUNIOR ARCHITECT

Ft. Lauderdale, FL

2000-2003

Hollingsworth Architects

Drafted as-built drawings for high-end residential design projects. Designed potential client presentations. Assisted with schematic design work and coordinated with consultants. Tracked all company expenses and customer invoices.

- Assumed daily office management responsibilities for a 5 person staff.
- Implemented a hard copy filing system to track invoices and overhead expenses.

EDUCATION & SKILLS

Nova Southeastern University - MS Conflict Resolution (currently enrolled)

University of Pittsburgh - BA Architecture

Lean Six Sigma - Yellow Belt

Building Information Modeling - Certificate of Completion

Leadership Training - Certificate of Completion

Construction Law - Certificate of Completion

Association of Physical Plant Administrators - Certificate of Completion

Urban Land Institute - Full Member

Urban Land Institute - Women's Leadership Committee

March of Dimes - Board Member

South Florida Business Journal - 40 Under 40 Nominee