

## F. XAVIER DURANA

E - M A I L [XAVIER@FXDCONSTRUCTION.COM](mailto:XAVIER@FXDCONSTRUCTION.COM)  
2 0 8 A N D A L U S I A A V E . , C O R A L G A B L E S , F L 3 3 1 3 4  
P H O N E ( 3 0 5 ) 4 0 1 - 9 0 9 8

### EXPERIENCE

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**FXD Construction, LLC.** Miami, FL September 2010 – Present

*President*

Projects: Commercial and Residential (project descriptions available upon request)

- Cultivate and develop business opportunities
- Negotiate budgets and costs with Clients and sub-contractors
- Estimate and proposal generation
- Oversee day to day operations of the company and projects

**Torre Development Group,** Coral Gables, FL February 2009 – August 2010

*Project Manager*

Projects: Commercial and Residential (project descriptions available upon request)

- Manage portfolio of various commercial and residential development and construction projects
- Prepare estimates, proposals, contracts, schedules and budgets
- Supervise and coordinate subcontractors daily construction activities

**Moss & Associates,** Miami, FL June 2005 - January 2009

*Project Engineer*

Project: The Ivy & Mint Condominiums (\$230 Million)

- Prepare and administer subcontracts, purchase orders, and vendor agreements
- Process and review change orders and subcontractor monthly A.I.A. payment requisitions
- Prepare and process submittals, requests for information, bid estimates and shop drawings
- Assist superintendents with management of daily subcontractor construction activities

**The Carlisle Group,** Miami, FL June – August 2004

*Office Engineer*

Projects: Santa Clara I&II Affordable Housing Development

- Prepared cost-analysis reports for the properties

**PAC Builders,** Miami, FL June – August 2003

*Office Engineer*

- Project: Miami Performing Arts Center (\$255 million)
- Prepared and processed payment applications, purchase orders and change orders

### EDUCATION

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**University of Florida,** Gainesville, FL August 2001 - December 2005

- Major: Building Construction & Management (M.E. Rinker, Sr. School of Building Construction)
- Minor: Business Administration (Warrington College of Business Administration)
- Phi Eta Sigma National Honor Society

**Coral Gables Senior High School,** Coral Gables, FL August 1997 – May 2001

- International Baccalaureate Degree and National Honor Society

**Universidad Internacional Menéndez Pelayo,** Santander, Spain June - August 2000

- Summer Program (Graduate-higher level Spanish language)

### SKILLS – LICENSES – LANGUAGES

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- Certified General Contractor in Florida (CGC #1517049)
- Licensed Florida Realtor (SL #3238221)
- Fluent in oral and written Spanish
- O.S.H.A. 10 Hour Training and CPR/First Aid Certification