

## JEFFREY HISSEM

146 Punta Alley  
Columbus, Ohio 43201

Business: (614) 728-2315  
Residence: (614) 294-0402  
Fax: (614) 294-3572

### FACILITY MANAGEMENT

Broad-based experience in the research, acquisition, planning, design, and administration of building projects for both residential and commercial clients in the private and public sector. Consistent record of successfully consulting with clients to determine functional and spatial requirements of new or renovated structure, planning layout of project, construction management, movement of facility and staff, and ongoing maintenance. Proven effectiveness representing clients in obtaining bids, awarding and executing contracts. Strong communication, human relations and organizational skills supported by M.A., Architecture and B.S., Economics.

### PROFESSIONAL EXPERIENCE

**DEPARTMENT OF JOB AND FAMILY SERVICES, Columbus, Ohio** 1999-Present  
**Chief, Facilities Service** (2000-Present)  
**Project Manager/Merger Team** (1999-2000)

Responsible for development and oversight of housing plan incorporating the design, acquisition, improvement and maintenance of state owned and leased facilities. Plan consists of 77 facilities with over 1.5 million square feet of space. Direct projects ranging from \$300,000 to \$1.2 million and manage staff of five.

- Key player in five-person team appointed to create a comprehensive 26-category data base to identify and address issues relating to the merger of the Ohio Bureau of Employment Services and the Department of Human Services.

**BUREAU OF EMPLOYMENT SERVICES, Columbus, Ohio** 1993-1999  
**Facilities Planning Project Manager** (1997-1999)  
**Facility Planner** (1993-1997)

Responsible for supervising staff in designing and managing statewide projects averaging \$200-\$300,000.

- Designed and coordinated construction of 35 service centers statewide. Responsible for field observation and documentation, interfacing with architects, owners, general contractors, public agencies and product vendors to ensure timeliness and adherence to budget.

**THIERRY W. DESPONT LTD., New York, Paris** 1991  
**Assistant to Field Architect**

Coordinated site generated conditions with architectural details of a unique 80,000 square foot residence in New Albany, Ohio.

**RICHARD TROTT AND PARTNERS, Columbus, Ohio** 1987-1991

#### Architectural Intern

Responsibilities included production of working drawings, presentation boards, models, and updating the firm's marketing brochure. Project experience included both residential and commercial, part-time and summers.

**TROTT / EISEMAN**, Columbus, Ohio

1988

Team member on the competition for the Columbus Convention Center, prepared models and presentation drawings.

**MCI TELECOMMUNICATIONS**, Cincinnati, Ohio  
**Corporate Accounts Manager**

1984-1986

Responsibilities included sales and marketing strategies for corporate accounts. Promoted from Equal Access Representative within one year.

### **RELATED WORK EXPERIENCE**

**THE STATE UNIVERSITY**, Columbus, Ohio  
**Teaching Associate** (1989-1990)

Taught a studio that introduced the principles and theories of design through a series of exercises, desk criticism and class review.

**Graduate Associate** (1986-1988)

Development work for the Chairman of the School of Architecture.

### **EDUCATION**

M.A., Architecture, THE OHIO STATE UNIVERSITY, 1990 Galen Oman Scholarship recipient

B.S., Economics, THE UNIVERSITY OF CINCINNATI, 1983 Cincinnati Honorary Society

### **CIVIC AFFILIATIONS**

VICTORIAN VILLAGE COMMISSIONER (1997 -Present)

CAMP SUNRISE, Volunteer (1998-Present)