

CAREER HIGHLIGHTS

XYZ Survey Service, LTD dba XYZ Professional Services, LTD 166 Mayfair Blvd, Columbus, OH 43213

President, Owner

Responsible for the overall business operations of the company with core competencies in planning, architecture, and construction management. Responsible for the successful financial management and effective marketing of the company. Oversees architectural practice and technical staff. Management functions include organizing, directing, planning, staffing, and controlling the organization to maximize profits.

Accomplishments:

- Grew this single-service organization into a multi-discipline firm with core competencies in planning, architecture, and construction management.
- Devised a business model and successfully marketed the company's unique combination of business services increasing our market share in the local industry.
- Achieved A+ grading as an Angie's List Gold Metal Service Provider because of improving project delivery and customer service.
- Ranked top 50 minority firm in Columbus, OH by *Columbus Business First* Newspaper because of increasing the firm's revenue by 90%.
- Leveraged Ohio Department of Transportation funding to obtain cad training for employees and for purchasing cad software.
- Upgraded the company's survey equipment to keep current with emerging technologies increasing our productivity levels.
- Developed the *XYZ Manual* that provided the company a tool for tracking and aligning the company processes, practices, and procedures with our customer's needs. The quality of our work and customer satisfaction improved two-fold.

Generated Directions

166 Mayfair Blvd, Columbus, Ohio 43213

President, Owner

Consultant on physical planning initiatives, community development, and affordable housing programs. Provided technical expertise for preparing grant applications, program analysis, program evaluations, program development, project delivery, and economic development. Developed and assisted in back-to-work, independent living skills, and resident management training for low-income families and the elderly of public housing with Columbus Metropolitan Housing Authority, and other housing authorities throughout the state of Ohio.

Selected Facilities Master Plan projects:

**Sawyer Manor Facilities Master Plan
Sullivant Gardens Facilities Master Plan
Columbus Metropolitan Housing Authority, Columbus, OH**

Morgan Metropolitan Housing Authority, McConnelsville, OH

EXPERIENCE

Columbus City Schools 889 E. 17th Avenue, Columbus, OH 43211

Supervisor – Facilities Planning

Administrative oversight of Ohio Schools Facilities Commission, (OSFC)/Columbus City Schools (CCS) \$28 million Warm, Safe, and Dry Program/Facilities Master Plan.

Successfully managed Facilities Department staff for contracting design professionals, and contractors for forty-four projects. Provided leadership in the development of administrative processes and procedures within established Board Policy and OSFC Guidelines. Additional responsibilities included management of the District's space planning for instruction and administration and coordinating swing space for capital projects.

Accomplishments:

- Saved the school district \$4 million in the Warm, Safe, and Dry budget by developing a fee schedule that coincided with the dollar value of construction and value engineering.
- Coordinated the swing space plans for the capital projects and never missed a school opening date.
- Facilitated community design charrettes and prepared content for the facilities master plan's *InDesign* newsletter. Effectively assisted the community and architectural/engineering firms with creating their school's schematic designs meeting their design goals and informing the public.

Memphis City Schools

160 S. Hollywood Street, Memphis, Tennessee 38112

Coordinator, Division of Facility Planning

Successfully completed Phase I & II of the district's \$1.2 billion Capital Improvement Program in which specific responsibilities included fiscal control, budget development, planning, design, and construction of fifteen new schools, and 138 major renovation projects. Provided oversight of program management staff of twenty-eight acting as the owner's representative. Advised Superintendent on procurement strategies for leveraging the market for competitive bidding, legal, project, and construction management issues. Reported to the Board of Education concerning the staff's implementation of Board policy.

Accomplishments:

- Met the Board of Education's mandate to construct nine new schools and renovate five school buildings in less than twelve months or loose state funding.
- Obtained Board of Education approval to procure a construction manager-at-risk with a guaranteed maximum price to fast-track the construction of the nine new schools to mitigate risks and to control costs.
- Managed the joint venture of majority and minority firms and architectural/engineering firms for program diversity. The team successfully delivered projects, keeping them on schedule and within budget.
- Proposed and developed a reorganization plan for bringing design services in-house. Realigning staffing needs to new capital budget.
- Developed and coordinated the district's 1% for Art program. From each school's construction budget, one percent was allocated for the program that gave opportunity for children to work with national artists for designing and incorporating art into the architecture of their new school building.
- Led the design team to a second-place win for Craigmont Middle School in the Tennessee School Board Association Architectural School Design Competition.

The Ohio State University

2003 Millikin Road, Columbus, Ohio 43210

Architect, Office of the University Architect & Physical Planning (APO)

As part of APO's professional staff responsible for \$1.4 billion of design and construction projects, provided leadership for the completion of over seventeen design and construction projects, including projects successfully completed through Job Order Contracting. Managed the hiring of architecture/engineering firms; design and construction budgets; and schedule. Advisor to the University Architect on legal, project, and construction management issues. Interfaced with university vice presidents and stewarded the application of the campus' master plan.

Accomplishments:

- Contributed to the compilation of the University's Building Standards and the University Classroom Standards.
- Participated in the development of the office's mission statement and goals for continuously improving quality in the office.

- Recipient of several office continuous improvement awards.
- Developed the office's customer service survey for improving quality.
- Created the office's exhibition booth at the university's staff festival. I prepared a video featuring the office's staff and accomplishments.
- Made presentations at the International Conference of the Society of College and University Planning on APO's continuous improvement model and the customer satisfaction survey.
- Created team building activities for the office such as the swim team, the tennis team, and art show.

The State of Ohio State Architect's Office, Project Control Claims Department
4200 Surface Road, Columbus, OH 43228

Associate Architect

Responsible for analyzing construction claims for the State of Ohio and making recommendations for settlement. For unsettled claims, my work became the state's evidence in litigation for the Ohio Attorney General's Office.

Accomplishments:

- Saved the state over \$1.7 million in construction claims. I thoroughly reviewed the contract documents and the project schedules' critical path for analyzing each claim's merit.

City of Columbus, Planning Division
111 N. Front Street, Columbus, OH

OSU Research Assistant

Special committee member to prepare the draft for the Northeast Land Use Plan, Columbus, OH. Functioned as the Northeast Area Plan Commission intern assisting the commissioners in administering their duties.

Accomplishments:

- Successfully negotiated development terms with the northeast area residents and the Limited, Inc. for Easton Towne Center. I conducted a site analysis, researched demographics, and analyzed economic and development impacts such as transportation services. I assisted the Northeast Area Plan Commission and its constituents to set development goals and devise a land use plan.

EDUCATION

M.C.R.P., Master of City and Regional Planning, The Ohio State University
 Columbus, Ohio

M.A., Master of Arts in Public Policy and Management, The Ohio State University
 Columbus, Ohio

B.of.Arch., Bachelor of Architecture, Professional Degree, Hampton University
 Hampton, Virginia

PERSONAL/PROFESSIONAL DEVELOPMENT

Monitoring and Updating the Project Schedule/The Evaluation of Schedule Related Construction Claims/Critical Path Method of Project Scheduling

State of Ohio, Department of Administrative Services, Office of Construction Management

Project Insurance, AIA Columbus

Deeds, Descriptions and the Law, Professional Education Systems, LLC

The Ohio State University, Former Adjunct Professor

She Builds Construction/National Skilled Trades Network, Director of Operations/Certified Instructor

BOARD MEMBERSHIPS

Columbus Area, Inc., Board Member

Ohio Association of EDGE Certified Companies, Co-Founder & President

American Institute of Architects, Board of Director

Recognized Educational Facility Planner (REFP)

The Council of Educational Facility Planners International, Past President – TN Chapter

International Conference of the Society of College and University Planning

Former Facilities Academy Member

REGISTERED ARCHITECT/License #13679 State of Ohio Board of Examiners of Architects

Columbus City Schools

Columbus, OH

Facilities Master Plan 2020

Using the Columbus City Schools' framework of a Portrait of a Graduate, XYZ served as the planning consultant responsible for the community engagement for the district's facilities master plan. The community engagement scope involved determining the focus and intent of each public meeting and developing the presentations and visioning activities for each session.

The Ohio State University/PACT

Columbus, OH

For consortium of OSU, PARTNERS ACHIEVING COMMUNITY TRANSFORMATION(PACT), HOMEPORT OHIO, and the AFFORDABLE HOUSING TRUST, as adjunct professor led the student component of the community-based effort for the development of The Near Eastside Neighborhood Plan, an initiative of the Blueprint for Community Investment. The plan objectives are to enhance the quality of life and expand opportunities for the current and future residents by neighborhood revitalization and rehabilitation of the neighborhood.

MYSCHOOL NEWSLETTER/IN DESIGN

Columbus City Schools, (CCS)

Facilities Master Plan 2006

As a facilities planning supervisor for CCS, Melva was a Facilitator of community design charettes for the design of the District's new schools. In collaboration with teachers, students, and staff, the architectural and engineering design teams met with these school representatives for establishing goals for the conceptual design of the new schools. IN DESIGN was the monthly periodical disseminated to the public for updates on the Facilities Master Plan effort.

1% for Art

Memphis City Schools-Capital Improvement Plan 2000

The District's Capital Improvements budget included an one percent for art. In collaboration with the Memphis Arts Council, national artists were selected for working with Memphis City Schools students for developing art that would be incorporated into the architecture of the new school buildings. Working with Memphis Arts Council a RFP was issued, and Melva coordinated with school administrators for involving students for working with the artists.

City of Columbus

Youth Community Planning Initiative 1995

For the City of Columbus, Melva assisted in a summer youth program in media literacy that culminated in the youth creating a video. The video produced by the students concerned the development of their neighborhood on the Near East side, and was a component of an overall planning effort by the City. The youth were first instructed in videography, communications, and mass media.

City of Columbus Planning Division/Design Collaborative Non-Profit

English Park Revitalization, Columbus, Ohio. 1995

Melva acted as Development Coordinator for the site improvements of English Park located in Columbus, Ohio's historic district of Old Towne East. As a design collaboration amongst local artists and city landscape architects, her responsibilities included overall coordination of community activities, fundraising and promotion, and construction.

City of Columbus

Marketing and Planning Consultant. Columbus Neighborhood Design Assistance Center-Neighborhood Commercial Revitalization Area, (CRA), Old North Columbus.

Charged with developing and implementing an action plan based upon well-defined goals and objectives for feasibility market alternatives. Identified potential commercial activities in the area, and potential business targets for recruitment. Prepared a report guiding the use of Community Development Block Grant Program funding for the overall physical development of the area, focusing on land use, renovation, and capital improvements for revitalizing a weak business market.

Sawyer Manor Facilities Master Plan & Sullivant Gardens Facilities Master Plan

Columbus Metropolitan Housing Authority

As an urban planner, Ms. Williams-Argaw developed a 25-year master plan for the renovation of Sawyer Manor and Sullivant Gardens. The master planning encompassed reducing density, rehab of existing housing units, site planning, and providing a long-term plan for revitalizing the neighborhood. Conducting focus groups with tenants and youth along with interviewing public service providers and community organizations facilitated planning efforts.