

# BONNIE J. MARCINKO

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## MILLWORK ESTIMATOR

**Background includes 20+ years record of construction industry experience incorporating a track record with expertise in specialty trades comprised of planning, negotiating, coordinating, and executing design-build, general construction, construction management services, as well as expertise in estimating, staffing, architectural project layout and design, installation, and project analysis.**

### CORE COMPETENCIES

- Coordinating the overall work of estimators, planners, architects, engineers, subcontractors, and vendors.
- Preparing budgets, monitoring project expenses, estimating costs, and schedule impact.
- Procurement of services, materials, and requisitions.
- Have management level experience forecasting architectural schematics and concept design:
  - Ensure schedule compliance.
  - Job site analysis.
  - Improve manpower utilization.
  - Control job cost expenses.

### PROFESSIONAL EXPERIENCE

MEMPHIS MASTERWORKS, Memphis, TN ..... 3/24 – current  
**Project Manager / Estimator:** Directed various architectural millwork projects from contract to closeout, Management efforts have been effective for creating efficiency and quality as the *Project Manager* for renovations and ground-up construction with budgets upwards of \$1.2 million. Estimating efforts have contributed to developing budgets, bid proposals, facilitating and negotiating appraisals from multiple vendors, issuing change order requests,

- Implemented millwork ERP software, INNERGY, for project operations including forecasting, time management, financial reporting, supporting contract documents and specifications, changes to plans and costs, material takeoffs, budget costing,
- Contributed to process improvement and strategizing discussions in weekly production and installation meetings
- Collaborated with sales and finance teams during monthly billing meetings to ensure accurate invoices for a portfolio of 30+ clients

GRINDER, TABER, & GRINDER, Memphis, TN ..... 2/22 – 3/24  
**Construction Superintendent:** Independently supervised all construction activities and executed safety guidelines, apprehended construction methods and procedures, managed subcontractors through scheduling and onsite correspondence, results driven experience overseeing commercial build outs valued up to \$2.3 million by coordination of resources including inspectors, laborers, materials, and equipment. **Obtained OSHA 30 and CPR certifications.**

- Inspected work to make sure it met industry standards and adhered to design specifications
- Navigate challenges, on the spot problem solving, addressed and resolved issues and necessary changes
- Attained concurrence through detailed records of daily activities, inspections, transcripts, and follow-up communications

MAVERICK MILLWORK, Horn Lake, MS ..... 7/21 – 2/22  
**Project Manager / Estimator:** Responsible for monitoring all phases of productivity, estimating, material acquisition, scheduling, field investigation, site preparation, job costing, supervision for this commercial and residential millwork company. Established a reputation for meeting deadlines and cost goals from planning through completion.

- Interface with construction project managers, superintendents and subcontractors on all projects; convey information necessary to ensure timely completion of projects, with mutual understanding among all parties involved, of changes to plans and costs.
- Perform on site field verification and proof millwork shop drawings prior to production; coordinate with shop production to the finish department to the jobsite.
- Ensure bidding process; analyzing project requirements, allocating all previsions, provide reports for decision making.

MILWORK SPECIALTY CONTRACTORS, Memphis, TN ..... 2/17 - 7/21  
**Architectural Millwork Specialist / Lead Installer:** Served as the onsite *Project Coordinator* from conceptual stages through completion. As *Lead Installer* was responsible for developing a solid knowledge base for providing professional installation management services to included identifying and providing solutions prior and amidst the installation process.

- Worked in various indoor/outdoor job site environments from surgical rooms, government facilities, to conservancy parks and airport towers, and from smallest up to multi-million-dollar projects including Amazon, FedEx Forum, Porter-Leath, St. Jude Children's Hospital, and Oxford Elementary School.
- Recognized for ability to take charge, orchestrate resources, and efficiently guide commercial construction projects toward cost goals, completion deadlines, and functionality requirements (**Received "Token of Excellence Award" from Turner Construction**).

BM INSTALLATIONS, Memphis, TN .....2/07 - 2/17

**Owner / Installation Manager** Certified installer. Provided leadership, sales, planning, resource coordination, and troubleshooting to guide residential appliance installation projects to profitability. Duties included installing, inspecting, and testing on all appliances in accordance with local and national codes and standards.

- Performed various trade set skills to complete installation in a timely manner (plumbing, electrical, mechanical, and carpentry).
- Completed simultaneous projects by assessing project deadlines, establishing work priorities, and coordinating work activities; developed a high referral rate amongst custom builders, interior designers, and appliance companies.

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## EDUCATION

UNIVERSITY OF MEMPHIS, Memphis, TN

**B.S. Business** 3 yrs - *forthcoming*

ITT TECHNICAL INSTITUTE, Memphis, TN

**A.A.S. CADD** 1.5yrs

*Technical Acumen:* Microsoft Office, Word, Excel, INNERGY, ProCore, PlanGrid, Building Connect, Auto-CAD, BLUEBEAM and Google Analytics.

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## REFERENCES

Patrick Johnston – **President** / RKA Construction / 901-355-2708

Scotty Burdick – **SPO Engineer** / Turner Construction / 901-718-5303

Santos Colunga – **Superintendent** / Baldwin & Shell / 901-305-1739

Martin Maestas – **Senior Estimator** / Memphis Masterworks / 865-314-3360

Kimberly Carpenter – **Operations Account Manager** / Maverick Millwork / 901-672-3266