

CHRISTY L. MASTERSON

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EXPERIENCE:

DESIGN-BUILD ARCH. PROJECT COORDINATOR + FINISHES DESIGNER

Apr 2020-Nov 2022
Austin, TX

Custom residential infill new construction to \$5MM

- Cross-functional collaboration linking architects, builders, clients, specialty trades
- Research, create, and strategically demonstrate design and budget proposals, value engineered alternatives, analyze and contrive on site solutions retaining vision
- Request and review specialty bids, utilize estimating software for material takeoffs
- Foster relationships with vendors to exceed purchasing goals, track supply chain, source and procure locally and overseas for cost-effective and/or alternative products
- Curate, evolve, and issue comprehensive specification packages aligning architectural and proper execution, detail relating construction documents in Revit
- Follow and act ahead of industry influences, tailor bespoke design packages
- Rendering, staging, and photography liaison

SERVICE INDUSTRY VARIOUS

Feb 2018-Nov 2022
Austin, TX

Career shift with quick promotions among several hospitalities, notably:

- Key Hourly Manager: implement and streamline efficiency, coding authorization
- Regional Training: new hire onboarding, scheduling, performance metrics
- CRM: recruiting and local marketing, multiple store quality control

CUSTOM HOME GC PROJECT MANAGER

May 2016-Feb 2018
Austin, TX

25+ homes/year, 50/50 spec/client, custom residential infill new construction

Bridged office and field ops through comprehensive design-build process:

- Direct pre-construction meetings and leverage BIM models to conceptualize and trouble-shoot with superintendents and specialty subcontractors
- Invitation to bid, file management and budget preparation, quote review and sign off
- Expand and systematize all procedures, introducing and ensuring effective autonomy and team unification, cross check techniques for best practices
- Produce drawings of and track redlines with follow through updating: bids, finish packages, subs and schedules, coordination with accounting for change orders
- Assemble weekly shopping and allocation lists of in house inventory management, track orders, pick up and delivery logistics, internal audits
- Job site inspections ensuring quality control and design intent throughout build, punch list creation and circulation, potential and signed buyer walk throughs
- Main point of contact for clients and all vendors, document correspondence
- Marketing edits and promotions: MLS, WordPress, Houzz, Vimeo, Site Signs, Flyers

M.F. DEVELOPER OFFICE MANAGER

Jan 2016-Apr 2016
Austin, TX

Environmentally sensitive multi-family design-build developer

- Research, design, and present retail developments in AutoCAD and Photoshop
- Manage front desk, phone and written communications, owner's scheduling and preparation of personal events

PROPERTY MGMT. ASST. MANAGER

Nov 2014-Dec 2015
Northern California

Multi-state property management company

- Direct on-site manager of 106 unit community of 1 and 2 bedroom apartments:
- Process rent deposits and review entries, calculate turnover budgeting, AR/AP
 - Conduct all inspections, balance scheduling
 - Develop trusted relationships, further renewals and resident satisfaction
 - Market and competitor analysis to push revenue, implement concessions

Individual and Team Achievements:

- Lowest CA Property Delinquency 4th QTR – Jan 2015
- #2 in Company Phone Performance – May 2015
- Featured Community – Aug 2015
- Move-In Survey Property Winner – Sep 2015

LEASING CONSULTANT

Aug 2012-Feb 2014
Northern California

275 units across four communities of 2 and 3 bedroom apartments:

- Property and tour expert, pre-leased 53% of 2013 rentals out of a four person team
- Prospect and maintain leads, opportunities, and accurate account management
- Engage residents and promote community

Individual and Team Achievements:

- Featured On-Site Team Member – Mar 2013
- Superstar Leasing Award Winner – Jun 2013
- Featured Community – Aug 2013
- Northern California Property of the Year – Dec 2013

EDUCATION:

BUTTE COLLEGE

General studies with focus in Drafting, Real Estate, Economics, and Accounting

- Certificate of Achievement in Architectural Drafting and Modeling – May 2015