LYNN RIEKE-GALARDINI

EDUCATION

Virginia Marty College — Degree in Fashion Design
Lakewood, Ohio — May - 1983

PROFESSIONAL ORGANIZATIONS AND AFFILIATIONS

Member, National Association of Women in Construction (21 years)
Member, NEO Chapter of the USGBC

PROFESSIONAL EXPERIENCE

VAN AUKEN AKINS ARCHITECTS LLC — June, 2009 - Present
Cleveland, Ohio

Project Engineer/Construction Manager whose current projects include:

- Cuyahoga County Juvenile Justice Center; Cleveland, Ohio

OZANNE CONSTRUCTION CO. — 2007 - 2009
Cleveland, Ohio

- Scheduler – Warren City Schools, Willard K-8, Warren Harding High School
- Project Engineer – Cleveland Clinic Center for Autism, Closeout for OSFC Cleveland Schools
- Estimating Assistant – Assisted the estimating department on bids and takeoffs.

PROJECT & CONSTRUCTION SERVICES — 2002 - 2007
Cleveland, Ohio

Project Engineer responsible for managing and maintaining project controls from pre bid throughout design and construction phases to closeout. Created and updated schedules, reviewed, analyzed and negotiated change orders, reviewed and tracked submittals, verified and processed pay requisitions, analyzed cost reporting and status reports. Projects included:

- Health Care; Heather Hill Hospital, HVAC renovations, Waste Water Treatment Plant, Interior Renovations and Additions
- Government Sector; Bedford Municipal Center, Bedford Municipal Center, Russell Township Fire Station, Friendly Inn RITA Building Renovations, RTA Trisket bus Garage, New RTA Quincy E 105th Street Stations and Morely Library (Painesville)
- Educational; Bay Village Middle School, Ashtabula new Lakeside High School, Wood County Schools and West Muskingham Middle School

S.E. JOHNSON COMPANIES INCORPORATED — 1998 - 2002
Sidney, Ohio

Marketing Coordinator/Contract Administrator responsible for serving as job cost analyst; reviewing job cost reports daily for discrepancies and keeping project managers current to maintain accurate reporting. Contract Administrator responsible for preparing subcontract agreements and maintained job cost for $40.