



Trevor Conley



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4815 Chester Avenue, Philadelphia, PA 19143

EDUCATION

UNIVERSITY OF PENNSYLVANIA

AUGUST 2019 - MAY 2021 (EXPECTED)

MASTER IN CITY PLANNING

PUBLIC PRIVATE DEVELOPMENT
CONCENTRATION

REAL ESTATE DESIGN AND DEVELOPMENT
CERTIFICATE

UNIVERSITY OF KENTUCKY

APRIL 2017 - MARCH 2018

GRADUATE CERTIFICATE - DIGITAL MAPPING

ROLLINS COLLEGE

AUGUST 2012 - MAY 2015

BACHELOR OF ARTS IN ENVIRONMENTAL
STUDIES, MINOR IN POLITICAL SCIENCE

SKILLS

ADAPTABILITY
DECISION MAKING
GIS
INTERPERSONAL COMMUNICATION
PROJECT MANAGEMENT
PROBLEM SOLVING
RESEARCH & ANALYSIS
RESPONSIBILITY & TRUSTWORTHINESS
SCHEDULING
TEAMWORK
TIME MANAGEMENT

SOFTWARE PROFICIENCIES

ARCGIS PRO
ADOBE ILLUSTRATOR
ADOBE INDESIGN
GOOGLE DRIVE
MICROSOFT OFFICE
PLANSWIFT
PRIMEVERA P6
QGIS
HEAVYJOB & HEAVYBID
VIEWPOINT BY VISTA

REFERENCES

AVAILABLE UPON REQUEST

WORK EXPERIENCE

Aug 2019
-
Current

REMOTE CONSULTANT

Jr. Davis Construction Company | Remote

Completed all tasks listed under Project Manager role remotely until all eight projects under my supervision reached final completion

Assist other project managers with pre-construction tasks for new projects including contract review, buyout analysis, baseline schedule creation, submittal packages, and acquiring relevant permits

June 2020
-
Oct 2020

REMOTE RESEARCH INTERN

Sterling Realty Organization | Remote

Created a sustainability plan for 2+ million square foot office-based real estate portfolio with properties in the Seattle and Salt Lake City metropolitan areas. Responsibilities included summarizing key certification programs, sustainability focus areas, and subsidies offered by municipalities and utility providers to property owners. Project culminated in formal plan document provided to Sterling Realty Organization.

Jan 2019
-
Aug 2019

PROJECT MANAGER

Jr. Davis Construction Company, Inc. | Orlando, FL

Managed all phases of site development and underground utility construction for eight projects ranging in scope from \$2-\$8M ensuring on-schedule and under budget completion

Reported final cost projections to CFO and President quarterly

Reviewed contract documents and exhibits with Operations Manager prior to contract execution

Coordinated all work activities with field supervision, clients, and inspectors

Performed estimating takeoffs on plan revisions and submitted change orders to clients

Issued purchase orders and subcontracts, review invoices and subcontractor pay applications

Simultaneously performed all tasks of Project Engineer role listed below

June 2016
-
Jan 2019

PROJECT ENGINEER

Jr. Davis Construction Company, Inc. | Orlando, FL

Supported Project Manager in all aspects and phases of site development and underground utility construction for 32 projects ranging in scope from \$1-\$15M

Designed and updated project schedules utilizing project sequencing logic and constraints

Field verified material quantities installed for payment applications

Created, tracked, and documented submittals, notices to owner, and RFIs

Organized meetings with clients or municipalities and distributed minutes

May 2015
-
May 2016

PRE-DEVELOPMENT INTERN - ENVIRONMENTAL PLANNING

Walt Disney Imagineering | Lake Buena Vista, FL

Core member of a project team that acquired long-term real estate development authorizations for Walt Disney World Resort (WDW) through 2045 from federal and state regulatory agencies through the acquisition and restoration of an offsite wetland and wildlife mitigation parcel known as Mira Lago

Researched land use entitlements including easements, permits, and agency authorization documents for the development of innovative permitting and mitigation strategies for real estate development projects at WDW

Provided in-depth research and documentation of legal and regulatory requirements for WDW and used resulting data to develop a regulatory compliance guidebook for WDW project managers and teams

Created meetings, agendas, and minutes with WDW leadership, government agencies, and consultants

ACADEMIC / COMMUNITY EXPERIENCE

TEACHING ASSISTANT

University of Pennsylvania | Fall 2020

GIS VOLUNTEER

Winter Park Land Trust | January 2019

PEER MENTOR

Rollins College - Office of Student Success | Fall 2014

ROWING TEAM

Rollins College | August 2012 - May 2015