

JEZAMIL ARROYO VEGA, MARCH

• (414) 403-7901 • arroyo.tribu@gmail.com •

Committed detailed oriented professional with experience in planning, designing and administering real estate development projects financed through federal and private fund cross nation; highly skilled in project/program management and with practice in design-build methods for new construction and rehabilitation projects. Work driven by asset based community development, healthy neighborhood initiative strategies and sustainability technology.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

- Bilingual (Spanish, English)
- Creative thinking in analyzing complex situations, problem solving and impact measurability
- Ability to concentrate and prioritize tasks in a fast-pace working environment
- Knowledge of materials, methods, equipment and business principles involved in the construction industry
- Leadership growth in cross-sector collaborative working relations
- Practice in project management, data analysis and reports processing
- Knowledge of the U.S. Department of Housing and Urban Development's requirements for public housing, including accessibility and energy efficiency
- Computer proficiency (Word, GIS, Adobe Sweet, Auto Cad, Map Milwaukee)
- Leadership in Energy and Environmental Design (LEED) practice, energy efficiency strategies and technologies
- Ability to draw, read, interpret and analyze blueprints and drawings.

RELATED WORK EXPERIENCE

OPERATIONS DIRECTOR-MANAGER- DEV. CENTER-CONSTRUCTION TRADES-NIP CITY OF MILWAUKEE, MILWAUKEE WI 02/19/2022-PRESENT

Role: Provide the vision, direction, and managerial oversight for Development Center, Trades Inspection, and Neighborhood Improvement Program Divisions. Oversee plan reviews, permitting and all trades inspections activities for the City of Milwaukee Department of Neighborhood Services (DNS) including construction, plumbing, cross connection, electrical, elevator, boiler and fire protection.

End results:

- Provide administrative oversight and internal coordination of significant projects involving the divisions for which they are responsible. Work with staff in other departments to ensure timely execution of those projects
- Plan, develop and direct the implementation of departmental administrative programs, policies and regulations as they relate to the divisions for which they are responsible.
- Reviews building code variance requests and makes recommendations to the Commissioner
- Provide management oversight to maintain the ongoing quality control program and assure successful implementation of the career progression. This includes staff development and training necessary to ensure continuity and improve retention.
- Assists in directing staff services and supervision of the department involving personnel, fiscal management, budget preparation, and public relations.
- Provide direction of building and zoning code development in conjunction with other City and State agencies.
- Maintain an effective working relationship with legislative committees, administrators of other departments, with communications media and other organizations interested in the policies and activities of the department, and generally develop methods of informing and gaining the cooperation of the public in departmental programs.
- Establish, maintain, and foster partnerships with City departments, state and federal agencies and community organizations.
- Serve as a technical expert within the division, department, and city government providing direction and opinions regarding complex code questions.
- Ensure that Construction Trades Division is providing uniform, consistent, and high-quality inspection services for citizens and contractors.
- Engage and stay abreast of national, state, and local code developments, trends, and changes.
- Plan and direct supervisors for each trades section.
- Review work and department direction for completeness, accuracy, and compliance with the Department of Neighborhood Services policies.
- Meet with supervisors and inspectors to review plans and projects to provide code interpretations and direction.

- Provide in-person and telephone assistance to customers for issues that have been escalated.
- Provide code interpretation for internal and external customers.
- Represent the DNS at governmental forums, community meetings, the Standards and Appeals Commission and Municipal Court.
- Perform field inspections and review plans to verify quality of work and troubleshoot technically complex building code and construction inspections.

ASSISTANT DIRECTOR ARCHITECTURE AND CONSTRUCTION SERVICES

ILLINOIS HOUSING DEVELOPMENT AUTHORITY, CHICAGO IL 06/15/2020-2022

***Role:** Responsible for the management and operations of the architectural, construction and compliance services staff. Provides direction and supervision regarding the establishment and evaluation of the agency's policies for design, construction evaluation and/or construction inspection of all IHDA multifamily developments. In addition to supervising all aspects of architectural plan review through construction inspection, payout processing to construction completion and initial occupancy, responsible for managing the process Environmental Review, Subsidy Layering Review, Davis Bacon and Section 3 compliance.*

End results:

- Provides supervision for all activities of the architectural, construction and compliance services staff, including work assignments, staff development, performance evaluations and training.
- Provide administrative and technical supervision of assigned staff that provides performance oversight, compliance assurance, technical assistance, coordination, and program implementation
- Monitors progress of all credit transactions from resource approval through initial closing and construction to final closing and transfer to long-term monitoring. Serves as liaison between Multifamily Financing and Asset Management Services for project transfer to long-term monitoring, etc.
- Coordinates the development and implementation of guidelines for construction energy efficiency, smart design, cost containment, preservation, etc. that balance agency objectives relative to program/resource constraints.
- Reviews project's permits, records and other documents for completeness, accuracy, and compliance with the Authority's policies.
- Represent the Authority at governmental forums, community meetings.
- Assigned to response to Freedom of Information Act request pertaining to projects under construction monitoring
- Perform field inspections and review plans to verify quality of work and resolve sensitive/complex issues by interpreting building code, compliance and construction inspections.
- Conducts periodic review of work processes and implementation of procedures to maintain compliance with funding source requirements.
- Maintain partnerships with municipal departments, state and federal agencies and community organizations and development community.
- Resolve sensitive issues by interpreting and applying new and existing policy and procedural instructions issued by the Field and/or Headquarters' offices for staff and HCA

CONSTRUCTION BUILDING INSPECTOR

DEPARTMENT OF NEIGHBORHOOD SERVICES, CITY OF MILWAUKEE 03/19/2018- 06/01/2020

***Role:** Evaluate City structures to make certain that they comply with State codes and City ordinances while protecting the value of investments of over 100 million dollars in neighborhoods and commercial properties and supports community goals of building safe and healthy neighborhoods. Assigned inspector for DNS District 609 Near South Side Area*

End results:

- Assigned as lead building construction inspector for transformational development projects such as R1VER Michels Development, Hamburger Lofts Bayview, Komatsu HQ among others in Near South Side and Harbor District.
- Assigned as secondary building construction inspector for transformational development projects such as Potawatomi Expansion, BMO Harris Tower and St. Rita Square
- Researches commercial building codes, UDC codes, and ordinances for determining compliance.
- Identifies faulty or inadequate construction methods or code violations during on-site inspections.

- Drafts and sends to owners legally enforceable orders to correct conditions in cases of noncompliance.
- Explains code violations and other issues to owners of buildings or businesses and to professionals.
- Inspects structures for occupancy based on the desired use and occupancy classification and issues orders to correct condition where non-compliance exists.
- Advises owners or professionals on how to correct violations or construction-related problems.
- Inspects structures during construction, remodeling, or repair to ensure compliance with codes.
- Performs plan reviews for accessory structures, one- and two-family dwellings, and commercial buildings.
- Inspects vacant buildings that are dilapidated, fire damaged, or in such disrepair as to be dangerous and unfit for human habitation for possible condemnation action.
- Inspects condemned structures allowed to be repaired during remodeling to ensure compliance with codes.
- Inspects demolition sites to ensure compliance with codes.

INTERIM EXECUTIVE DIRECTOR

ARTIST WORKING IN EDUCATION, MILWAUKEE 501©3 CONTRACT 01/01/2018-03/15/2018

Role: Under a three months contract took the helm of the organization to help the board and staff address important systems and capacity issues while laying the groundwork for the permanent leader's success.

End results:

- Manage a 600K budget including organization's administration and art project expenses
- Assist Board in the recruiting of a new Executive Director including work plan
- Develop and implemented capacity building strategies for fund development and programs
- Manage a staff of 6
- Supervise the development of grant proposals ending in the allocation of additional 100k for the organization
- Develop organization's programs performance evaluation and community impact measurables

DIRECTOR OF PROJECTS

INDESOVI DE PR, MAYAGÜEZ 501©3 CHDO CONTRACT 05/01/2015-10/05/2017

Role: Administrative position of high responsibility and trust, overseeing and directing the planning and construction of affordable housing developments projects using federal funds and tax credits for funding. Supervised writing proposals and collaborate in the process of design and construction of projects and other tasks that allow projects to develop high quality and efficiency for the community. Along with Executive Director managed the planning, operation and management of the organization by identifying strategies and projects based in organization's goals and objectives.

End results:

- Liaison between development team, all levels of government and funding sources
- Manage the planning, budgeting and design solutions process for viable new construction and rehabilitation projects
- Manage full application process for competitive rounds of fund availability through federal programs
- Secure a total of \$7 M HOME Estate Funds and \$16 M Low Income Housing Tax Credit for affordable housing projects
- Secure \$1,300,000.00 through grant proposal writing for private financing for housing projects
- Manage the planning, design, certifications, construction, compliance and contract documentation process for:
 - Paseo Danzas de Quinton , Coamo PR, Mix-Use, Multifamily, New Construction
 - Plaza Casals, Mayaguez PR Mix Used, Multifamily, Rehab
 - Plaza Aguila, Mayaguez PR, Residential, Multifamily, New Construction
 - Paraiso Dorado, Dorado PR, Low Income Housing Tax Credit
- Coordinate community outreach strategies and community input activities for development projects
- Coordinate with consultants to ensure plans, specifications, schedules, and design strategies meet the project objectives.
- Supervise multiple projects schedules and budgets timeline steps required to meet deadlines
- Develop scope of work, schedule, and budget for multiple real estate affordable housing development projects
- Coordinate and oversee contracts including negotiating modifications to contractual agreements with professional services, consultants, suppliers, and contractors, and review approval for change orders, amendments and payment request.
- Prepare project status reports and work including site visit inspection to ensure project construction compliance including OSHA, ADA, UFAS, Section 504 and IBC and other building code, design guidelines and regulations as apply.
- Coordinate project occupancy readiness including closing inspections, permits and building and tenants occupancy compliance among other duties.

DIRECTOR OF PROJECTS-NEIGHBORHOOD PLANNER

LAYTON BOULEVARD WEST NEIGHBORS INC., MILWAUKEE 50103 CHDO
01/01/2011-04/30/2015

Role: Manager of neighborhood development programs for a community housing development organization while implementing projects focused in neighborhood revitalization including affordable housing rehabilitation and construction.

End results:

- Development and implementation of a *Neighborhood Comprehensive Plan*
- Manage grants and investments for community improvement projects
- Prepare Request for Proposals, manage budget, schedules and reports for funded projects/programs
- Conduct site inspections and building inspections scope of work
- Either participated, coordinate, supervise and/or manage the planning, design, construction and documentation process for
 - Turnkey Renovation Program- purchase and rehab of 15 foreclosure homes to sell it to qualified low income families.(2011-2015)
 - Layton Boulevard West Neighbors Turnkey Home Low Income Housing Tax Credit (LIHTC) - Scattered site project of rehabbing and rent-to-own 25 properties including commercial.(2012-2014)
 - Arlington Heights Bandshelter (2012-2013) Music and event structure in a local public park
 - School Garden Alliance (2012-2013) Community garden projects for four local public and private schools.
 - School Model Block (2012-2013) Property enhancements for Doerfler Elementary School a neighborhood public school
 - Mobile Bike Hub (2012-2013) Custom cargo bike offering bike programming to the community
 - Water Matters Initiative (2014) Identifying solutions for neighborhood water conservation

CITY PLAN COMMISSIONER

CITY PLAN COMMISSION, DEPARTMENT OF CITY DEVELOPMENT, MILWAUKEE
03/01/2013-04/30/2015

Role: Member of the City's official planning body established under State statute, responsible for master planning activities

End results:

- Advise the Common Council on a variety of land development issues including:
 - Zoning map changes, revisions in the zoning ordinance, subdivision approvals, special districts
 - Street and alley vacations, Public land disposition and acquisition
 - Approval of development plans in certain overlay districts

COMMUNITY SUPPORT SPECIALIST

RIVERWORKS DEVELOPMENT CORPORATION, MILWAUKEE 50103 CHDO
09/01/2009-12/31/2011

Role: Administrator of housing resources programs initiative from pre qualification process to final rehab audits.

End results:

- Promoted housing home rehabilitation programs and increased the amount of approved applications Harambee Great Neighborhoods by 175% in 10 months
- Assisted residents in the application process for housing resources through technical assistance, site visits, audits and contractor selection for Targeted Investment Neighborhood (TIN) and Neighborhood Stabilization Program (NSP).
- Conduct site visits in order to identify code compliance abatement scope or work
- Transformed 2 vacant lots into new community gardens and managed the installation of 100 new neighborhood signs.
- Participate in the Harambee Housing Committee and collaborate in the Third Street Model Block Initiative

ENERGY ADVOCATE

WISCONSIN ENERGY CONSERVATION CORPORATION, MILWAUKEE-MADISON 50103
03/01/2008-12/01/2009

Role: Manage the implementation of pilot program that funded capital improvement project for energy efficiency in targeted neighborhood.

End results:

- Developed marketing strategies to promote Focus on Energy pilot project Together We Save in the Layton Boulevard West Neighborhoods
- Advocated homeowners regarding energy efficiency strategies and home improvements projects.
- Supervised 30 households' energy efficient capital improvement projects and energy audits.
- Secured \$750,000 in grant investment in energy efficient home improvements.
- The success of the pilot program led to the creation of Milwaukee Energy Efficiency (ME2) Program.

EDUCATION-CERTIFICATIONS

- **Commercial Building Inspector Certification, International Code Council, 2018**
- **Residential Building Inspector Certification, International Code Council, 2018**
- **Tax Credit Specialist Certification, 2017, National Center for Housing Management, San Juan PR**
- **Associate Degree in Real Estate Development (ACRE), 2015, Marquette University, Milwaukee WI**
 - Areas of Study: Real Estate Development (housing, commercial), Construction Management, Property Management, Low Income Housing Tax Credits, Historic Tax Credits
- **Masters of Architecture (M.Arch), 2009, University of Wisconsin Milwaukee, WI**
 - Areas of Study: Architecture, Sustainability, Planning, Urban Design, LEED AP
- **Bachelors of Science Architectural Studies (BSAS), 2005 University of Wisconsin Milwaukee, WI**
 - Areas of Study: Architecture, Programming, Furniture Design
- **Architectural Studies 2001-2003 Universidad Interamericana Recinto de San Germán, San Germán PR**
 - Areas of Study: Design, Historic Preservation, Photography, Social Studies

PRESENTATIONS-PUBLICATIONS

- **Milwaukee Women of Influence Symposium, Getting Shit Done Panelist, 2019**
- **Building ABCD, Muskego Way Neighborhood Plan Committee, 2019**
- **Revitalización Centros Urbanos, Municipality Capacity Building Lectures, 2016-2017**
- **Junte de Vivienda, Fundación Comunitaria de Puerto Rico, 2015**
- **Innovative Cities Lecture, School of Architecture and Urban Planning, 2014**
- **Re-Envisioning Architecture, National Organization of Minority Architects Symposium, 2013**
- **Pedaling with ABCD, American Planning Association WI Chapter Conference, 2013**
- **Milwaukee Reflections, Grant Makers Conference, 2013**
- **Community Stories, 88.9 Radio Milwaukee, 2013**
- **Asset Based Community Development Best Practice Strategies, La Fortaleza Gobierno de PR, 2013**

AWARDS

- **Milwaukee Business Journal's Top 40 Under 40, 2019**
- **MANDI Finalist 2015, Mobile Bike Hub, 2015**
- **Mayor's Design Award 2014, LBWN Mobile Bike Hub, 2014**
- **Mayor Tom Barrett Citizen Recognition, 2013**
- **Latino Architecture Exhibition at City Hall, 2007**
- **Findorff Construction Minority Award, 2004**
- **AIA Southern Wisconsin Chapter Award, 2003**

VOLUNTEER

- **Orgullo Latino Radio WMSE 91.7, 2018- Present**
- **Public Allies Americorps Milwaukee, 2010- 2016**
- **Artist Working in Education, Board of Directors, Program Committee- 2012-2015**
- **Centro Hispano Milwaukee, Board of Directors, Facilities Committee- 2011- 2013**
- **United Way Days of Caring Team Captain, Harambee Neighborhood Senior Yard Maintenance Project, 2009**