Rebecca Sohn

Project Manager, Residential Development
Fort Lee, NJ 07024 · (201) 328-4096 · sohn.rebecca@gmail.com

Summary

Project Manager with 10 years of residential development experience at SJP Properties. Owner's representative for the development team, involved from site plan approval and schematic design through construction, final certificate of occupancy, project closeout and operations.

Skills

Microsoft Word · PowerPoint · Excel · Outlook · Plangrid · Bluebeam · Conversant in Korean and Spanish

Experience

SJP Properties
July 2011 – Current (as of 2022)

Owner's representative for the development team.

Project Manager · 200 Amsterdam, New York, NY · 55-story, 112-unit luxury condominium — January 2018 – Current

- Responsible for the project administration and owner's oversight of the development, involved from the start of schematic design.
- Collaborate with the team of 20+ architects, engineers and consultants to coordinate the various disciplines.
- Work hand in hand with the construction manager to ensure the design intent is met on the construction end.
- Worked in conjunction with the CM through the bidding, descoping and award of over $200 million of trade costs.
- Maintain project budgets and review all costs, change orders and requisitions for accuracy to ensure the project is completed within budget.

Assistant Project Manager · The Modern Phase I, Fort Lee, NJ — July 2011 – December 2017

- 47-story, 451-unit luxury rental building with over 75,000 SF of amenities.
- Participated in activities from site plan approval through final certificate of occupancy, project closeout and operations.
- Helped manage 40+ subcontractors totaling over $10 million in work during construction.
- Teamed with management during the turnover process and the first year of operations.

The Marketing Directors, Inc.
February 2007 – May 2011

Sales Office Administrator · New York, NY

- Responsible for administrative and customer service functions of the sales and marketing process at an on-site sales office.
- Greet and establish rapport with all prospects and brokers in person, over the telephone and through e-mail, and coordinate with the sales team regarding prospects.
- Produce and distribute daily and weekly reports on sales and prospective buyers.

Consumers Choice Mortgage Services, Inc.
Dec. 2005 – Aug. 2007

Office Manager Assistant · Montville, NJ

- Reviewed the documents for closed loans to ensure compliance with Department of Banking regulations and requirements.
- Managed payroll, accounts payable and accounts receivable.

Education

Rutgers University, New Brunswick, NJ · B.A. in Cultural Anthropology, Minor in History · Graduated Summa Cum Laude · GPA 3.9 · May 2009
Bucknell University, Lewisburg, PA · Sept. 2004 – Dec. 2005