Patricia Dunn

AV Project Manager

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SUMMARY

AV project manager with 10 years in AV integration, the last 5 managing 25+ projects a year worth up to $3M each for universities, hospitals and corporate offices. Owns project scheduling, budget management, change orders and subcontractor coordination in Microsoft Project and Procore, with organizational skills that keep jobs on time.

EXPERIENCE

AV Project Manager

03/2021 - Present

Bay State AV Integration

Boston, MA

Commercial AV integrator with 60 employees.

- Manage **25+** AV integration projects a year from kickoff to closeout, totaling $18M in annual revenue.
- Build project scheduling in Microsoft Project around construction milestones, delivering 92% of jobs on or ahead of schedule.
- Hold project margins at 34% against a 30% target through budget management and timely change orders.
- Coordinate 10 installers and 6 subcontractors per job in Procore, closing punch lists within 2 weeks.

AV Project Coordinator

05/2018 - 02/2021

Charles River Systems

Cambridge, MA

AV design and integration firm.

- Coordinated equipment orders and site schedules for 40 projects a year worth up to $1.2M.
- Reviewed AV drawings and submittals, catching 30+ conflicts before installation.
- Led client communication with weekly meetings and status reports for 8 university and hospital owners.

AV Installation Technician

06/2016 - 04/2018

Commonwealth AV Services

Worcester, MA

Regional AV installer.

- Installed and tested AV systems in 200+ classrooms and conference rooms.
- Earned the CTS credential within 18 months of hire.
- Moved into project management after leading 15 installs as crew lead.

SKILLS

- **Project Management**
- **Project Scheduling**
- **Budget Management**
- **Change Orders**
- **Subcontractor Coordination**
- **Microsoft Project**
- **Procore**
- **AV Integration**
- **Client Communication**
- **Organizational Skills**

EDUCATION

Bachelor of Science

Wentworth Institute of Technology

Electrical Engineering Technology

Boston, MA

05/2016

CERTIFICATES

Project Management Professional (PMP)

Project Management Institute

2022

Certified Technology Specialist (CTS)

AVIXA

2017