

CATHERINE LEE

PROJECT EXECUTIVE

CONTACT

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🏠 Boston, MA

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SUMMARY

Project Executive with 14 years at Boston general contractors, accountable for a \$420M portfolio of lab, healthcare and higher-education work. Owns client relationships, contract negotiation, risk management and monthly forecasting, with teams working in Procore and Primavera. Known for leadership of project teams and plain verbal and written communication with owners.

SKILLS

- Project Management
- Risk Management
- Forecasting
- Estimating
- Contract Negotiation
- Procore
- Primavera
- Microsoft Project
- Excel
- Leadership

EDUCATION

Bachelor of Science

05/2012

Wentworth Institute of
Technology

Boston, MA

Construction Management

CERTIFICATES

Project Management Professional (PMP)

06/2017

Project Management
Institute

LEED AP BD+C 04/2015

U.S. Green Building Council

EXPERIENCE

Project Executive

03/2021 - Present

Harborline Construction

Boston, MA

Construction manager for life science, healthcare and university clients in Greater Boston.

- Lead 5 project teams and 22 staff on a **\$420M** portfolio with an average 3.1% fee margin gain.
- Negotiate GMP contracts and amendments with 8 repeat clients, winning 6 follow-on projects worth \$190M.
- Review monthly cost forecasting and risk management registers, holding every project within its contingency.
- Approve Primavera schedules and estimating strategy for pursuits, and present at 14 owner interviews.

Senior Project Manager

05/2016 - 02/2021

Bay State Builders

Cambridge, MA

General contractor for labs, offices and academic buildings.

- Delivered a \$135M lab building on schedule with 6 project managers and engineers reporting to the role.
- Built Microsoft Project schedules for 4 phased renovations in occupied university buildings.
- Rolled out Procore cost and change management for 18 projects and 300 subcontractor users.

Project Manager

06/2012 - 04/2016

Commonwealth Ridge Contractors

Boston, MA

Mid-size general contractor for healthcare and school projects.

- Managed 7 hospital renovations up to \$22M, closing each with final cost within 1% of forecast.
- Prepared estimating packages and Excel cost reports for owner monthly meetings.
- Awarded 12 subcontracts per project at an average of 4% under the trade budgets.