

# ZACK M. GYLER

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## **PROFILE:**

Results-oriented, hands-on construction and development professional with 6 years of expertise in the rehabilitation phase of the multi-family construction industry. Verifiable track record for the successful completion of multi-million dollar projects through coordinating trades, developing partnerships and building positive rapport with local officials, vendors and clients while maintaining costs. Versed in contract negotiation, project estimating, design problems, document preparation, building code and regulations, material purchasing, site management though certification of occupancy.

### **Areas of Expertise**

- Construction Planning & Scheduling
- Vender & Materials Management
- Quality Control Management
- Organization & Time Management
- Leadership & Team Building
- Permitting & Building Code
- Safety & Compliance
- Estimating & Job Costs
- Selling Projects to Investors

## **EMPLOMENT HISTORY:**

B-G&G Investors, LLCs, Baton Rouge, LA

September 2004-present

### **PROJECT MANAGER**

- Developed 'due diligence' forms and procedures for company.
- Functioned as Owner's Agent for 'take over' of management of 128 unit Holly Court Apartments. Supervised notification to residents and vendors of management change, oversaw resident apartment inspections, functioned as apartment manager/leasing agent (tasks included getting current residents to sign new leases and community rules, interfacing with police, leasing apartments, promotions, etc.) for a 30 day period.
- Needs assessment, site inspection and recommendation of purchase of 32 four-plexes (128 three-bedroom units). Supervised 'due diligence' of property. Estimated rehabilitation cost of project: \$2,300,000.
- Secured investors for purchase of 32 four-plex property
- Developed and implemented subcontractor procedures including 'change orders', sub-contractor payment schedule, quality control standards and timelines for completion.

Gold Construction, Dallas, TX  
**SITE CONSTRUCTION MANAGER**

Month 1997 through November 2004

BATON ROUGE APARTMENT PROJECTS FOR B-G&G INVESTORS, LLCs: Monet Place (24 one-bedroom units) and Cezanne Square (37 one-bedroom units) occupied properties; Degas Manor (72 one and two-bedroom unites) and Monet Manor (40 one and two bedroom units) vacant and boarded properties. Total rehabilitation/repair costs: \$2,696,000

- Project completion on time while meeting strict timelines and budget requirements while faced with effects of inclement weather and flood waters.
- Negotiated and established valuable vender contacts
- Scheduled and supervised subcontractors and employees, developed and enforced company project safety regulations for projects
- Developed strong sub contract productivity and ability to identify, isolate and eliminate problems
- Established solid, positive and productive relationship with client – by scheduling regular client meetings, understanding the needs of the owner and the residents, explaining scheduling and listening to problems or concerns with rehabilitation/repair.

Westdale Asset Management, Dallas, TX  
**CONSTRUCTION SUPERVISOR**

October 1996 through May 1997

**EDUCATION:**

- 120 hours at Birk Baker Real Estate School; Baton Rouge, Louisiana
- Collin Creek Community College (1998-2000); Plano, Texas

**COMMUNITY INVOLVEMENT:**

- Melrose East Community Association Youth Sports Director; Baton Rouge, LA

**REFERENCES & SALARY HISTORY UPON REQUEST**