

JEREMY MUNN

SUMMARY

Strategic planning, design & construction management professional with fifteen years of experience in the real estate industry. Licensed Architect, MBA and School of Architecture faculty member with a proven ability to lead a team to effectively influence and execute decisions through rigorous analysis, creative problem solving, innovative strategy, risk analysis and successful project execution.

CORE COMPETENCIES

- Strategic Planning
- Departmental Leadership
- Program Management
- Qualitative and Quantitative Research & Analysis
- Executive Level Client Management & Communication
- Academic and Professional Lecturer

EDUCATION

NORTHEASTERN UNIVERSITY, Boston, MA (2016)

D'Amore-McKim School of Business

Master of Business Administration - Corporate Renewal & Investments Concentrations

Member of the International Honor Society Beta Gamma Sigma

SYRACUSE UNIVERSITY, Syracuse, NY and Florence, Italy (2002)

Bachelor of Architecture, Cum Laude

Major: Architecture

Graduated in the top 10 of the class, from a top 5 ranked undergraduate program

PROFESSIONAL EXPERIENCE

NORTHEASTERN UNIVERSITY, Boston, MA

Program Director – Facilities Division

2016 – Present

- Member of management team that is responsible for the Design and Construction Department: 30 staff members, 350 projects, \$100M+/- in annual capital expenditures and large capital projects ranging from \$20M to \$225M
- Manage 6 direct reports & 5 contract hires: Sr. Project Managers, Project Managers and Resident Engineers
- Provide executive & strategic level program and project planning and delivery services
- Chaired a project management hiring committee as part of a department restructuring to hire 9 new staff members
- Create and manage departmental continuing education training program for 30+ people

Senior Capital Project Manager – Facilities Division

2013 – 2016

- Program manage the delivery of \$50M capital investments for executive level clients; develop strategies through rigorous analysis, identify risks and manage client expectations
- Lead a project management team of 4-5 staff, consultant teams, institutional constituents, end users, and contractors from project definition through project delivery; Projects are consistently delivered on time and on budget
- Conduct feasibility studies that range from \$5M to \$200M to identify opportunities, risks and challenges; develop budgets and schedules; recommend approaches through in-depth market research & analysis to support executive level decision making

Lecturer – School of Architecture, College of Arts, Media and Design

2016 - Present

- Coordinate Case Studies, a two-semester, graduate level lecture focusing on how architectural practice occurs
- Content includes corporate strategy, brand, marketing, conventional and innovative business models

MIT LINCOLN LABORATORY, Lexington, MA

2010 - 2013

Senior Facilities Planner – Capital Projects Office

- Co-managed strategic planning process for capital improvements of over 350,000 square feet, \$350M
- Directed feasibility studies to identify opportunities, risks and challenges; recommended approaches to support executive level decisions through in-depth research & analysis
- Managed senior leadership client relationships, consultant teams, procurement, budgets, and schedules

STANTEC ARCHITECTURE, Boston, MA

2008 - 2010

Healthcare and Health Science Education Market Leader – New England

- Initiated and directed the Boston Healthcare and Health Science Education practice unit, generating revenue of \$10M in less than 3 years through an economic recession
- Supervised design staff of 5, established and maintained 10 new client relationships, proposal writing, business development and project management

Prior experience includes roles as Project Architect and Architectural Designer at various architectural firms 1997 - 2008

PROFESSIONAL CERTIFICATIONS

- Registered Architect: Commonwealth of Massachusetts
- LEED AP: Leadership In Energy And Environmental Design Approved Professional