

JORGE A. HERRERA

14501 SW 88 Street, Miami, FL 33186 * Cell.: (305) 299-2790 * H.: (305) 387-4165 jorgealain@bellsouth.net

SUMMARY

Dynamic management professional with over 10 years of experience managing people, tasks, and projects. Outstanding organizational and problem solving skills; and a strong leader in decision making, delegation, and project prioritization towards increased profitability and performance.

EDUCATION

Bachelor of Architecture, Dec 2008, **University of Miami, Coral Gables, FL** 3.72 GPA

Minor in Visual Arts

Associate in Arts, May 2006 **Miami Dade College, Miami, FL**

SKILLS

- Full knowledge of AutoCAD and the preparation of construction drawings
- Computer proficiency in Microsoft Office Excel & PowerPoint, Adobe PDF Creator, Flash & Photoshop
- Oral and written ability in foreign languages (Spanish and French)
- Proficient with construction estimates, and estimator programs
- Excellent hand rendering and illustration skills

EXPERIENCE

Project Manager, Rodez of Miami, Inc, Miami, FL May 2008-Aug 2010

- Administered AIA contracts, permits at various municipalities, and maintained specs and inspection records
- Managed enrollment and participation in Miami-Dade County procurement for architecture and construction
- Spearheaded AutoCAD prototype plans development and guidelines for future projects
- Produced numerous construction estimates and take-offs, and controlled all bids and materials purchasing
- Produced the company's first website and archived 30 years of projects into a digital library

Design Studio Manager, Pottery Barn, South Miami, FL May 2004-May2008

- Increased department sales contribution 30% and profit margins 15%
- Hired and trained staff, and systemized a store schedule with 2-3% payroll savings on average
- Executed general store operations such as inventory, corporate requests, monthly purges, payroll tracking, and resolved customer service issues promptly

Assistant Manager, Gap Inc., Miami, FL Nov 2001- May 2004

- Ensured visual presentation deadlines were met, and sufficient inventory was allocated to support sales volume
- Planned and scheduled new season roll-outs in store, and prepared departments for district and regional manager visits by networking with sister stores to ensure consistency and compliance with all updates
- Increased sales volume double digits by implementing a sell from the stockroom strategy which ensured full size runs were available to customers at all times, and creatively integrating discounted items with current trends to move through sale inventory and motivating the customer to add on with full price merchandise