

Monica D. Colston

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Summary

Mechanical Engineer / Facility Planner / Project Coordinator with BSME from RPI along with 10+ years of experience. Recognized for possessing strong organizational skills, working effectively with stakeholders and dedication to providing a high level of customer service/satisfaction. Computer Skills– Solidworks, AutoCAD LT, MS Office.

Areas of Expertise

Facilities Planning / Buying

- Effectively managed multiple capital projects simultaneously while meeting deadlines and budget constraints.
- Worked with stakeholders to review, select, plan and implement purchase of furniture and equipment.
- Coordinated with vendors, contractors and associates to plan the scope of projects thru all construction phases which included 40% travel to various sites.
- Designed/drew sketches and floor plans in AutoCAD LT.
- Prepared requisitions and requests for bid paperwork for equipment, furniture, supplies and other capital expenditures. Negotiated on behalf of the company for best pricing.
- Led meetings with varying levels of associates (CFO, VP's and other staff).
- Procured furniture and equipment for multiple facilities (hospitals, senior living, labs, rehab centers, clinics).

Project Management

- Successfully coordinated and delivered multiple projects on time and within budget.
- Played key role in project planning/budgeting - analysis, design, estimating, and construction
- Tracked budgets, expenses, schedules and prepared monthly reports.
- Communicated effectively with all stakeholders responsible for completing various phases of projects; coordinated the efforts of architects, consultants, contractors, sub-contractors and laborers.
- Tracked/budgeted/ensured cost effective procurement of supplies/equipment, prepared and submitted requisitions/requests for bids.

Engineering / Manufacturing Engineering

- Utilized engineering skills in telecommunications, automotive manufacturing and construction sectors.
- Supervised machining product lines and identified/resolved production problems.
- Contacted inside/outside suppliers for prototypes using metal, polymer, epoxy and solder materials.
- Evaluated parts and finished products to ensure specifications were met.
- Responded to customer inquires, readily resolved problems, traveled extensively for face-to-face meetings and conducted on-site evaluations.
- Purchased/ordered parts and service equipment.

Professional Experience

LiteLab Corp., Buffalo, NY

2012 – 2013

Project Coordinator / Customer Service

Facilitated and managed multiple projects concurrently to meet customer deadlines and specifications.

- Handled and revised Domestic/International sales orders based on Architect, Sales Representative, Lighting Designers, and Specifier requirements.
- Worked with internal business teams (scheduling, engineering, sales, & production) to meet customer deadlines world wide.
- Resolved all issues (service, shipment, missing/damaged parts). Updated project status to players.
- Interpreted electrical/lighting approval drawings. Updated Sales Orders with approved BOM's.

Catholic Health, Buffalo, NY

2008 – 2011

Facility Planner / Project Manager

Effectively managed multiple capital projects simultaneously while meeting budget constraints.

- Reviewed, selected, planned and implemented purchase of furniture/equipment with CHS stakeholders.
- Worked with vendors, contractors and associates to plan the scope of projects thru construction phases. Coordination required 40% travel to various sites.
- Designed/drew sketches and floor plans in AutoCAD LT.
- Prepared requisitions/requests for bid paperwork for equipment, furniture and other capital expenditures.
- Led meetings with varying levels of associates (CFO, VP's, and other staff).
- Procured furniture for multiple facilities (hospitals, senior living, labs, rehab centers, etc.).

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- Facilitated departmental moves; developed new floor plan, ordered moving supplies and scheduled move/movers.

SG Construction Services, Tonawanda, NY

2007– 2008

Project Coordinator

Successfully coordinated project to ensure on-time and within budget delivery.

- Provided assistance to Project Manger; tracked and budgeted procurement activity, ordered supplies/ equipment and prepared/submitted requisitions/requests for bids.
- Updated Expedition database.
- Issued badges and permits.
- Verified labor rates to ensure compliance with New York State guidelines.
- Ensured all training requirements were met and issued badges/permits accordingly.

LPCiminelli, Inc., Buffalo, NY

2003 - 2006

Project Engineer (2006)

Responsible for analysis, design, cost estimates, and schedules for construction projects along with the close-out of projects.

- Maintained budgets, expenses and schedule.
- Verified and answered all requests for information.
- Assisted the Project Manager.
- Reviewed specifications and drawings to ensure accuracy.
- Organized meetings between architect, owner, Project Manager and subcontractors.

Project Administrator (2003 – 2006)

Managed general office operations, provided efficient support to Project Manager and consistently delivered time-sensitive paperwork.

- Tracked budgets, expenses and prepared monthly reports.
- Reviewed specifications prior to project start-up and updated/set up Site Manager database (TSM)
- Processed monthly requisitions to submit to owner for approval.
- Validated insurance of all stakeholders.
- Managed executive schedules and travel arrangements.

General Motors

1996; 1998 – 2000

Process Engineer/ Manufacturing Engineer - Tonawanda Engine Plant, Tonawanda, NY (98-00)

Responsible for machining of Mark Head product line and identifying/resolving production problems.

- Contacted inside/outside manufacturers for prototypes using various products (metal, polymer, epoxy, solder).
- Performed GR&R's, gauge repeatability studies to improve product quality.
- Evaluated parts/product to conform to specifications.
- Helped in start-up and troubleshooting of L-18 engine assembly.
- Facilitated pilot runs of model year engines.

Contract Mechanical Engineer - Saginaw Metal Casting Operation, Saginaw, MI (96)

Assisted supervisor in start-up/test of production equipment.

- Studied equipment production tonnage.
- Produced production equipment uptime and changeover studies.
- Ordered parts to design specifications.

Verizon (formerly Bell Atlantic [NYNEX]), Albany, NY

1996 – 1998

OSP Design Engineer

Designed the size and gauge of cable to supply designated turf.

- Responded to customer inquires and resolved problems as needed.
- Specified/ordered telecommunications devices for installation.
- Traveled 40% to service customers.

Education

Rensselaer Polytechnic Institute, Troy, NY

Bachelor of Science, Mechanical Engineering (BSME)