

reid paulsen

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Willing to relocate: Anywhere

Work Experience

Project Manager

Lund Food Holdings, Inc. - Edina, MN
February 2021 to September 2023

- Coordinated internal teams and outside consultants to develop project scopes, budgets, and schedules for store remodels and construction projects.
- Coordinated project plans with merchants, issued purchase orders, coordinated deliveries and installs with stores and contractors, and processed invoices.
- Created MEP, HVAC, FF&E, and construction scopes with contractors to achieve corporate approved objectives.
- Procured the contractors, equipment and materials required to deliver each project.

Project Manager

LS Black Constructors - Saint Paul, MN
March 2020 to August 2020

- Coordinated project teams to identify and define project requirements, scope, and objectives.
- Continuously communicated project status effectively to stakeholders.
- Proactively identified and eliminated potential roadblocks before they occurred.
- Prepared project proposals, schedules, and budgets.

Program Manager

U.S. Marshals Service - Arlington, VA
December 2017 to September 2019

- Supervised building and enhancing office, training, and detention space for the U.S. Marshals and Department of Justice.
- Managed seven General Service Administration project managers.
- Defined MEP, HVAC, FF&E and construction scopes by consulting experts, submitting RFI's for clarifications, and ultimately signing contracts with chosen vendors.
- Delivered project scopes to end users and received written approval.
- Managed change orders and revised schedules and budgets to reflect approved changes.
- 2019 U.S. Marshal Service Certificate of Appreciation Award.

Assistant Project Manager

McHenry Project Consultants - Washington, DC
February 2016 to August 2017

- Managed and delivered construction projects using the approved scope of work and project documents as my guide.

- Coordinated MEP, HVAC, and FF&E design and installations.
- Coordinated kitchen equipment delivery, installation, and performed start-ups.
- Procured permits and utilities as needed.
- Inspected and controlled the quality of subcontractor work.
- Managed change orders and group communications throughout projects.

Education

Bachelor of Science in Project Management

Minnesota State University-Moorhead - Moorhead, MN

Skills

- Budgeting (7 years)
- Project scheduling (7 years)
- Resource management (7 years)
- Communication management (7 years)
- Conflict management (7 years)
- Change order management (7 years)
- Construction estimating (7 years)
- Property Management (7 years)
- Construction (7 years)
- Microsoft Word (7 years)
- Microsoft Excel (7 years)
- Microsoft Project (7 years)
- Microsoft Powerpoint (7 years)
- Meeting facilitation (7 years)
- Management reporting (7 years)
- Scope management (7 years)
- Quality control
- Lean
- Google Suite
- Microsoft Project
- Budgeting
- Project management
- Program management
- Project leadership
- Management reporting
- Quantitative analysis

Links

<https://www.linkedin.com/in/reid-paulsen/>

Certifications and Licenses

PMP

November 2019 to November 2025

Driver's License

Project Management Academy Certificate of Completion

2019 to Present

U.S. Marshal Service OPSEC and Cybersecurity Training

2019 to Present

Lean Quality Management Certification from Minnesota State University Moohead

2015 to Present

Certified Scrum Master

2020 to Present

I attained this certification in 2020, it has since expired. If the position requires this certification I will happily retest to prove my competencies and remain in good standing.

Assessments

Customer service — Proficient

November 2023

Identifying and resolving common customer issues

Full results: [Proficient](#)

Management & leadership skills: Planning & execution — Proficient

November 2023

Planning and managing resources to accomplish organizational goals

Full results: [Proficient](#)

Sales skills — Proficient

November 2023

Influencing and negotiating with customers

Full results: [Proficient](#)

Filing & organization — Proficient

November 2023

Arranging and managing information or materials using a set of rules

Full results: [Proficient](#)

Project timeline management — Proficient

October 2023

Prioritizing and allocating time to effectively achieve project deliverables

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

Greetings!

I'd like to share more about my estimating experience. I believe being a good estimator helps a project manager track scopes and budgets much better. Please see the write up below.

At McHenry Project Consultants, I gained estimating knowledge by communicating the scope of work I was responsible for to general contractors, subcontractors, suppliers, and shopping the proposals I received back.

The proposals I received on my first project did not vary greatly. Sure some proposals were higher and some were lower, but I was able to recognize patterns for the costs of toilets, sinks, outlets, flooring, tiling, labor, equipment, installation, etc.

After a few projects, I became familiar with the cost per square foot of construction, estimated costs for equipment after tax and freight, and ways to cut costs by finding customer approved substitutes for FF&E.

As a Program Manager at the U.S. Marshal Service I grew these skills.

After completing a few office remodels and cell blocks refreshes I was able to estimate projects better. I could estimate projects budgets based on the existing condition of the spaces, passed projects costs, linear footage distance from the command and control room and how much low voltage wiring was required to control electromechanical motor operated dead latch locks on cell block doors.

These estimates helped the division create a priority list for projects that could be completed during a fiscal year.

As a Project Manager at Lunds and Byerlys, I continued to grow these skills, specifically with MEP, millwork, and equipment scopes relative to grocery store build outs. For refrigerated cases, installation, cutting new drains, running new refrigeration lines from compressor rooms to the sales floor, control wiring, and millwork I created an estimate per linear foot. Certainly it took a few months and a few projects to create that average because the linear footage from compressor rooms the sales floor varied from store to store, but over time I started to see the patterns and estimate better.

Those estimates helped the company determine ROI on projects and if they should occur or not.

I have always used excel spreadsheets to do this estimating. I can adapt to any software that folks would like to use, estimating software would sure make the process easier, but I am happy I learned how to estimate the hard way first! Thank you.