

PROFESSIONAL HISTORY

Heather N. Deinhardt

April 2006 - Present	SoDein, Inc. Development & Construction Consulting	Ft. Lauderdale and Orlando, FL
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Vice President / Principal

Primary Client(s): Palazzo Del Lago, Pondoff Residence

- Assist in preparing presentations of Project Analyses, Budget Reviews, Proformas, Feasibility, etc.
- Coordinate with consultants in obtaining all necessary information for our Client(s) projects.
- Assisted President in preparing cost estimates and insurance claims for renovation of a severely damaged residence in Miami, Florida by Hurricane Wilma.
- Performed Project Management duties overseeing the renovation of the above-referenced residence, including contractor negotiations and commencement through project close out; handled construction change directives, proposed change orders and change orders; assisted President with Insurance and Bank draws and check requests.

October 2004 - April 2006	Colonial Development Group, LLC	Ft. Lauderdale, FL
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Contracts Administrator/Executive Assistant to Senior Vice President

Projects: Europa by-the-sea, W Fort Lauderdale Resort & Residences, Infinity at Brickell, Infinity II at Brickell

- Assisted Senior VP with preparing AIA contracts and/or proposals with consultants, contractors and vendors for four large hotel, condominium and hotel/condominium projects (\$80M-\$350M each) and their respective sales centers
- Obtained, logged, scanned and filed all construction-related paperwork: Applications for Payment (G702/703 Forms), notices to owner, liens, lien releases, satisfactions, certificates of insurance, notices of commencement, permits, licenses, elevation certificates, geotechnical, environmental, and wind tunnel reports.
- Prepared permit applications and notices of commencement and follow through from filing to close out; handled construction change directives, proposed change orders and change orders; assisted accounting department with developer's draws, check requests and general ledger coding.
- Coordinated with attorneys and lenders in obtaining all necessary documents for loan closings, organized computer and paper filing system for each project, and assisted other departments as needed.

January 2002 - September 2004	Williams Island Ocean Club, Inc.	Sunny Isles Beach, FL
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Document Administrator

Project: Acqualina Ocean Residences & Resort

- Created and maintained logs for all Request for Information ("RFI") documents, all submittal packages and samples; distributed and maintained critical files.
- Preserved and input all plans into a history set; worked alongside permit expediter to permit drawings, and assisted office manager in expediting work flow.

July 2001 - September 2001	Kerzner International, Ltd. (fka Sun International)	Ft Lauderdale, FL
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Executive Assistant to Chief Information Officer, IT Department

Projects: Atlantis, Paradise Island, Bahamas

- Prepared PowerPoint presentations; composed correspondence on behalf of the CIO; prepared bi-weekly payroll reports and maintained personnel files.
- Reorganized and maintained CIO's files; arranged business travel for the IT Department, and maintained supplies for the IT Department.

October 2000 - June 2001

Goddard Investment Group

Atlanta, GA

Administrative Assistant, Asset Management Group

Projects: Lenox Towers, Gwinnett Gateway, Breckinridge Center

- Prepared leases, lease renewals, sublease and assignment agreements; updated monthly vacancy report; created and updated quarterly transaction and lease expiration reports.
- Compiled quarterly and semi-annual reports for property owners; updated stacking plans, site plans and floor plans for each property, and created and updated capital expense and rent reconciliation reports.

March 1996 - August 2000

Cushman & Wakefield of Florida, Inc.

Miami, FL

September 1999 - August 2000

Associate/Salesperson, Retail Brokerage

Projects: Intracoastal Mall, Union Planters Plaza, Sunshine Square, Apopka Plaza

- Completed agency leasing and re-letting of over 40,000 square feet of retail space at six properties spanning Central and South Florida; created and compiled marketing pieces for mass distribution; managed all other responsibilities associated with property leasing and tenant relations.

March 1996 - September 1999

Senior Secretary

- Senior secretary to managing director, branch administrator, CEO, and director/broker (3/96 - 12/97). Served in same role for senior director/broker, Financial Services Group, as well as two associate brokers in the retail division (1/98 - 9/99).
- Prepared executive summaries and offering memoranda for the Financial Services Group.
- Compiled monthly, quarterly and annual reports for department; coordinated all functions and events for the Dade and Broward offices and press release information for public relations firm.
- Assisted human resources department, prepared payroll for all hourly salaried employees.

Qualifications

Experienced in Microsoft Office 2003 and 2007 (Excel, Word, Outlook, Publisher, and PowerPoint), Windows 2000 and XP, Adobe 7.0, 8.0 and 9.0, Adobe Photoshop 7.0, FTP Applications, Great Plains, Quark Xpress (Windows and Mac versions), Mac, Primavera Expedition, and others

Education

MIAMI-DADE COMMUNITY COLLEGE, Miami, FL

Course of Study: Associate in Arts

FLORIDA STATE UNIVERSITY, Tallahassee, FL