

Daniel J. DeLuca  
[danieljdeluca@yahoo.com](mailto:danieljdeluca@yahoo.com)  
949-295-6971

## SUMMARY

Dan DeLuca is an enthusiastic, goal-oriented individual who has exceptional organizational, communication and problem solving skills. He appreciates the challenge associated with project design, program development, and construction management. He has a history of successful implementations of challenging projects, with limited budgets and restricted deadlines, following them through to completion on time and within budget. Dan's specialty is matching a budget's resources with the appropriate personnel, while reducing the effort necessary to accomplish tasks.

Specific areas of expertise:

- Project Management
- Business Development & Client Relations
- Contract Negotiations
- Marketing & Proposal Preparation
- Technology & Software Integration
- Construction Coordination
- Consultant Management
- Quality Assurance & Control
- Project Cost Estimating
- Contract and Invoice Analysis

## EXPERIENCE

2005 – NOV/08

**Huitt-Zollars, Inc.** - Irvine CA  
**Civil Technician**

- Provided direct support to Project Manager, Civil Engineers and Office manager as needed.
- Assembled bid packages, materials and tract project status.
- CADD drafting of plan sets, redline revision & markup, process tracking and exhibit creation.
- Document distribution, consolidation, archives of current submittals, improvement and as-built plans.
- County, City & Caltrans standard drawing document compliance and research.
- Planned material take offs, structured bid schedules and cost estimates for clients, city and permit process.
- Coordinated/audited Community Facilities District (CFD) process as Auditing Engineer. Tracks and quantifies CFD contracts quantities/plans, while conforming to CFD process standards.
- Projects included:
  - Ranch Plan (PA-1) Area Mass Grading Plans
  - Ranch Plan (PA-1) Area Storm Drain Plans
  - Antonio Parkway/La Pata Road Widening Plans
  - Ortega Highway Water Crossing Plans
  - Ortega Highway Storm Drain Plans
  - El Rio Storm Drain Extension
  - Ladera Ranch
  - RiverPark Legacy Plans

## RESOURCE PROFILE: Daniel J. DeLuca

---

**2002 - 2004**

**University of California (UCI) - Irvine CA**  
***Assistance Project Manager - University of California Irvine Medical Center***

- Assignment was the University's \$350M New University Hospital (NUH) project, with a very aggressive schedule to meet opening dates mandated by state legislature. The NUH project was the first design-build hospital in California.
- Provided Project Management for the Emergency Department Renovation portion of NUH project and supported Facilities Department of the UCI Medical Center Campus.
- On a daily basis provided direct support to a team of eight D&CS Design Professionals, Peer Reviewers, Design Engineers, Consultants, Contractors, and Drafters to complete the design and construction of the NUH.
- Project focus was to ensure drawings developed and submitted to OSHPD, were completed within budget and on schedule.
- Additional responsibilities included providing technology support for hardware and software, overseeing all drawing/document control and distribution throughout all project phases.

**2001 - 2002**

**Express Computer Systems - Irvine CA**  
***Operations/Business Manager***

- Responsible for daily operation of the Irvine office.
- Implemented improvements to provide greater efficiencies and productive work environment.
- Managed day-to-day office operations and handled all special projects.
- Oversaw daily processing of all incoming orders.
- Prioritized workload.
- Supervised all facets of order entry: Order Processing, Procurement and Inventory Management.
- Managed staff of eight, overseeing hiring, disciplinary action, promotions and performance appraisal.

**1992 - 2000**

**Cox Communications - Rancho Santa Margarita CA**  
***Facilities Manager***

- Managed daily operation of 300,000 SF headquarters facility with support staff of engineering, maintenance, landscape, janitorial, cafeteria, reprographics, mail and guard services.
- Managed staff of ten, overseeing hiring, disciplinary action, promotions and performance appraisal.
- Developed and maintained departments' operational expense and capital improvement budget of \$2M.

## RESOURCE PROFILE: Daniel J. DeLuca

---

- Provided project management and supervision of all construction build-out projects.
- Over 5 years experience working with architects (HOK, C.R. Carney, DWM). Familiar with all phases of construction project management.
- Directed a team of real estate, architectural engineering and construction professionals to affect the purchase of interior build-out of a \$38M 300,000SF regional headquarter facility, completed August 1999.
- Managed construction of \$2.8M 11,000 SF hub/co-location technical space within existing facility.
- Managed contract submittal process, reviewed/interpreted vendor contracts, and negotiated changes.
- Managed and tracked project change orders, compared/reported against budget forecast.
- Head of special projects including: Space Planning, Furniture Procurement, and Tenant Improvements. Tasks included reviewing construction drawings and documents, finding workable solutions and recommending changes.
- Managed staff of 14, overseeing hiring, disciplinary action, promotions and performance appraisals. Responsibilities included warehouse operations, material distribution and facilities management.
- Managed departmental office reconfiguration and all phases of the construction build-out.

**1985 – 1991**

**United States Marine Corps - Camp Pendleton CA**  
**Marine Non-commissioned Officer**

Honorably discharged from service. Obtained final rank of Sergeant.

## EDUCATION

**Bachelor of Science - Business Management - University of Phoenix 2000.**

Proficient in Microsoft Office: Word, Excel, PowerPoint, Project, JD Edwards, AutoCAD Civil Land Desktop 2008, Buzzsaw Professional, Synergis Adept 7.0, Adobe PhotoShop and Adobe Acrobat 8.0.