

Paul F. Grusecki

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Address: 711 Jackson Ave, River Forest, IL 60305

EDUCATION

Marquette University **Milwaukee, WI**

Bachelor of Science in Business Administration, May 2010

Majors: Real Estate (GPA = 3.00) & Marketing (GPA = 3.33)

PROFESSIONAL EXPERIENCE

Northern Builders, Inc **Schiller Park, IL**

Construction Intern/Superintendent

May 2008 – August 2008

Construction Intern/Assistant Superintendent

May 2007 – August 2007

- Provided superintendent services for the duration of a 205,000 sq ft build-out, identified the scope, created the schedule, wrote and negotiated contracts, facilitated the permit process, ran the job from start to finish as the sole on-site contact
- Organized and ran Construction Contractor Organizational Meetings & “Tool Box Talks”
- Improved networking skills by utilizing the power given to me to choose my own sub-contractors and working closely with Joliet city officials
- First intern employed by Northern Builders, Inc to oversee & manage a job of this magnitude
- Finished the entire job from assignment to Certificate of Occupancy in 7 weeks time

Northern Builders, Inc **Schiller Park, IL**

Assistant Property Manager

November 2006 – January 2007

- Maintained commercial real estate buildings and property for Real Estate division
- Kept up tenant relations by processing work orders, service requests, and complaints. And by personally seeing to it that the tenants wishes and needs had been satisfied
- Hands on experience with tools, problem solving, facilitating and networking

Chicago Catholic Charities **Chicago, IL**

Office Volunteer

October 2005 – December 2005

- Volunteered 30+ hours per week, over 300 total hours
- Performed miscellaneous office tasks that were related to Human Resources, Event Planning and Staff Organization

LEADERSHIP ACTIVITIES, AWARDS, & SKILLS

President of The Marquette University Real Estate Club, 2009-2010

- In charge of maintaining a bridge between the real estate industry and Marquette University students
 - Organized and coordinated all meeting, guest speakers, networking events, trips, site visits & competitions
- 2010 NAIOP University Challenge Case Competition (Minnesota Chapter) – Marquette University Team Co-Captain
Recipient of The Marquette University Center for Real Estate Service & Leadership Award, 2010
Student member of International Council of Shopping Centers, NAIOP, and Institute of Real Estate Management
ARGUS workshop participant (February, 2009 & 2010)
Co-Planner of the 2009 Harold E. Eisenberg Foundation “Career Day Program”
OSHA 10 Hour trained
Trained and fluent in Microsoft Office software