MATTHEW SORRENTINO

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Professional Portfolio
LinkedIn

PROFESSIONAL SUMMARY

Project Manager and architectural professional with 20 years of experience managing commercial, retail, and residential projects from planning and schematic design through documentation, construction administration, and final client handoff. Experienced in project scheduling, budget and cost control, contractor bid analysis, contract negotiation, risk mitigation, quality assurance, and stakeholder coordination. Strong background coordinating architects, engineers, contractors, vendors, corporate clients, developers, and public agencies while maintaining accountability for schedule, budget, quality, and regulatory requirements.

CORE SKILLS

- Project Management
- Construction Management
- Construction Administration
- Scheduling
- Budget & Cost Control
- Contract Negotiation
- Bid Analysis
- Risk Management
- Cost Estimation
- Project Coordination
- Stakeholder Management
- Regulatory Compliance
- Zoning & Permitting
- Quality Control
- Resource Allocation
- Proposal Evaluation
- Vendor Management
- Team Leadership
- AutoCAD
- Microsoft Project

PROFESSIONAL EXPERIENCE

INDEPENDENT RESIDENTIAL CONSULTING
California

Independent Residential Consultant 06/2016 to current

- Provided project-based consulting and practical support to homeowners undertaking renovations, additions, remodeling, and property improvements.
- Advised homeowners on project scope, materials, sequencing, renovation priorities, and practical approaches to completing improvement projects.
- Assisted clients in evaluating property-improvement needs based on functionality, condition, presentation, intended use, and potential marketability.
- Provided selected hands-on support with home improvements, including finish work, tile, minor repairs, and other general property-improvement activities.

A+ HOME HEALTH CARE
Palm Springs, CA

Director of Operations and Administration 01/2013 to 06/2016

- Analyzed and implemented consistent processes to identify and recover previously missed claim-system errors, increasing company income by 20%.
- Managed operating finances, payroll and benefits, materials procurement, vendor accounts, and business contracts through QuickBooks while maintaining federal and state compliance.
- Developed data and document-management systems that improved reporting accuracy, risk tracking, record accessibility, and operational control.
- Served as primary liaison for external audits involving Medicare, Medicaid, HHS, and other regulatory stakeholders, coordinating documentation and responses.

WPP GROUP USA
New York, NY

Project Manager, Group Real Estate 01/2005 to 09/2007

- Led nationwide commercial and architectural projects, coordinating multidisciplinary teams of up to 20 architects, engineers, contractors, and other project stakeholders.
- Maintained financial and schedule oversight for multimillion-dollar corporate capital projects, supporting resource allocation and cost-effective execution.
- Identified project-delivery risks during schematic and design-development phases and developed contingency strategies aligned with project budgets and critical milestones.
- Conducted construction-administration and quality-control reviews while resolving operational bottlenecks and coordinating stakeholders to support project delivery.

STEVEN M. KELLER, AIA
Huntington, NY

Associate 03/2004 to 12/2004

- Supervised production and coordination of contract documents for commercial and residential projects using AutoCAD.
- Analyzed construction codes, energy-load requirements, and technical specifications to develop accurate, permit-ready project packages.
- Conducted field surveys and site assessments to document existing conditions, project requirements, and potential construction issues.
- Collaborated with design and project teams to resolve documentation gaps and improve transitions between design and construction phases.

TPG ARCHITECTURE
New York, NY

Architectural Project Manager / Project Architect 06/1997 to 05/2003

- Directed cross-functional teams through contract documentation, milestone tracking, and task assignments for high-value commercial and retail projects.
- Translated client objectives into project directions, schedules, milestones, and coordinated task assignments.
- Analyzed contractor bids, leveled subcontractor proposals, and negotiated service agreements to strengthen cost control and project profitability.
- Administered RFIs, change orders, material submittals, and closeout documentation while serving as a primary point of contact for clients, consultants, contractors, and vendors.

GF55 ARCHITECTS
New York, NY

Associate / Job Captain 05/1995 to 06/1997

- Coordinated construction documentation for multifamily developments, integrating civil, structural, and MEP requirements.
- Liaised with principals, developers, and government agencies to secure approvals, resolve zoning constraints, and navigate regulatory requirements.
- Maintained documentation, quality-control, and compliance standards across residential programs to help mitigate design and construction-phase risks.
- Mentored architectural professionals in digital drawing processes while coordinating cross-functional workflows and supporting technical execution.

SELECTED PROJECT EXPERIENCE

- **Multifamily Portfolio - Midwest | Huntsford Farms, Crystal Lakes & Southampton Woods**
  Optimized density planning, managed zoning compliance, and designed multiple base-units for high-density residential master-planned communities.
- **3400 Cahuenga Blvd, Los Angeles, CA | 87,000 SF -** Building Rehabilitation / Office Space Renovation
  Monitored and appraised on-site project activities, assisting with construction-team coordination, hazardous-waste remediation activities, client requirements, and contractor execution.
- **Alley 24 | Seattle, WA | 53,000 SF** | LEED-Qualified Commercial Interior
  Delivered a high-tech commercial workspace incorporating LEED standards, sustainable design practices, and energy-efficient building strategies.
- **Kang & Lee / Bravo, New York, NY | 32,000 SF** | Commercial Co-Location Project
  Managed architectural design and construction coordination, working with project stakeholders to support client requirements and schedule objectives.
- **First Republic Bank, New York, NY** | Flagship Banking Center & ATM Branches
  Served as Project Manager and primary client liaison, supporting project delivery and brand standards for retail personal banking locations.
- **Omnicom-DDB, Chicago, IL | 64,000 SF** | Commercial Interior Expansion
  Managed project delivery and served as client liaison, coordinating budget, design, construction, and stakeholder requirements through the office expansion.
- **Worldcom & Level 3, Multiple U.S. Data Centers | 450,000 SF** | Mission-Critical Infrastructure
  Produced construction documents and design/construction standards and conducted field verification and surveys through design development, construction, and commissioning.

EDUCATION

BACHELOR OF ARCHITECTURE
University of Notre Dame
MASTER'S CERTIFICATE: PROJECT MANAGEMENT
Villanova University