

Thomas Fairbank Bourne
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Innovative and technical Assistant Project Manager with a track record of establishing and maintaining relationships with clients, resulting in increased efficiency, customer satisfaction, and increase in revenue.

KEY ACCOMPLISHMENTS

- Performed 60+ appraisals with a combined property value of over \$100 million.
- Calculated 30+ construction cost estimates with a combined value of over \$10 million.
- Key liaison to Project Managers in project schedule development, securing 50 permits in 3 counties and 2 municipalities.
- Excellent communication and interpersonal skills; proficient in managing various construction projects concurrently with tight deadlines.
- Strategic planner with strong organizational skills to manage workflow and meet client objectives.

EXPERIENCE

Assistant Project Manager

May 2018 – May 2019

Tenant Contractors Incorporated, Jacksonville, Florida

- Assisted the Project Manager in project execution and document control. Prepared all scopes of work, contracts and job orders to subcontractors for interior office and industrial space.
- Assisted in managing over ten concurrent projects at all times.
- Total space under construction consisted of over 600,000 square feet.
- Generated internal budgets and project schedule to ensure accurate scope of work.

Registered Trainee Appraiser

December 2014 – May 2018

The Meridian Appraisal Group, Winter Springs, Florida

- Instrumental in designing a new report template to streamline the input process for data and research to ensure a more efficient, consistent and accurate report writing process.
- Performed research and compiled report for a vacant land appraisal consisting of 160 gross acres in Groveland, Florida. Worked with the local government on the changes to the zoning entitlements due to the existing placeholder zoning designation.
- Practiced transparent and effective reporting and documentation when composing a report to meet ongoing client needs and regulatory requirements.
- Prepared research and verification of data for an additional \$300 million in appraised property value.
- Researched and evaluated the potential feasibility for an affordable housing project proposal. Analysis yielded not moving forward with the project.

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EDUCATION & CERTIFICATIONS

Bachelor of Science, Business Administration Real Estate 2013
University of Central Florida, Orlando, Florida

Relevant Coursework:

- Real Estate Development
- Real Estate Law
- Real Estate Investment Analysis
- Real Estate Appraisal & Valuation
- Professional Selling

Registered Trainee Appraiser | State of Florida 2014-2018

Qualifying Education:

- Sales Comparison Approach
- Income Approach Part 1
- Income Approach Part 2
- National Uniform Standards of Professional Appraisal Practice
- Florida Law

PROFESSIONAL ORGANIZATIONS

Practicing Affiliate, Appraisal Institute 2014-2017