

# OPEYEMI BOROFFICE

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## EXECUTIVE SUMMARY

### DRIVE | LEADERSHIP | EXECUTION

Execution driven project management professional with extensive experience in all phases of facilities development & management, from acquisition through design & construction to maintenance and disposal, as well as proven leadership in program and people management.

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### AREAS OF EXPERTISE

- Project/Program Management
  - Budgets/cost controls
  - Relationship Management
  - Financial Planning/Analysis
  - Procurement
  - Contract management/negotiation
  - Facilities Management
  - Project Reengineering
  - Real Estate Development
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### EDUCATION

#### SOUTHERN METHODIST UNIVERSITY

Master of Science in Facilities Management

DALLAS, TX, USA

May 2007

#### NORTHEASTERN UNIVERSITY, COLLEGE OF ENGINEERING

Bachelor of Science in Mechanical Engineering, minor in Architecture

BOSTON, MA, USA

June 2000

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### TRAINING

- OSHA-30 outreach course in construction
  - HEATING VENTILATION & AIR CONDITIONING (HVAC) System training
  - NFPA 70E Standard training
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## PROFESSIONAL EXPERIENCE

BALDOFF FACILITIES CONSULTING LTD

ABUJA, FCT, NIGERIA

**DIRECTOR OF OPERATIONS**

October 2016 – December 2022

Provide general contracting and project management services, owner representation, facilities management and project evaluation.

### DETAILED DESCRIPTION

- Manage the overall operations and resources of the company
- Lead, empower, delegate and evaluate the performance of a diverse team, providing opportunities for team building, planning, and professional development
- Ensure all health safety & environmental safeguards are implemented
- Apply sound and proven business practices and implement industry best practices, business policies, and internal controls to minimize risk, safeguard corporate assets, and improve operational efficiencies
- Establishing and maintaining positive and productive relationships with industry and industry representatives, private and government clients and communities
- Provide company vision and set short, medium and long-term objectives and strategies

***Key Results and Achievements***

- Construction of Advanced Bioresource Laboratory for the National Biotechnology Development Agency in Nigeria
- Construction of the Aerospace Engine Laboratory for National Space Research and Development Agency in Nigeria
- Construction of solar boreholes for the Energy commission of Nigeria
- Construction of solar powered classrooms for the Universal Basic Education Commission
- Co-developed a 100MW solar power plant plan for pre-development funding towards a Power Purchase Agreement (PPA) with Nigerian Bulk Electric Trading (NBET).

GASSIM PROJECT MANAGEMENT

ABUJA, NIGERIA

**SENIOR AREA/MECHANICAL ELECTRICAL & PLUMBING (MEP) MANAGER**

May 2016 – Oct 2016

Project: Transcorp Hilton Abuja Upgrade

### DETAILED DESCRIPTION

- Reviewed Consultants design documentation prior to submittal and coordinated with inter disciplinary Consultants for approvals.
- Managed the scope of services of Consultants and Contractors

- Advised on any impact on services (existing & proposed) caused by design changes and raised query to consultants.
- Identified any issues pertaining to the existing (Mechanical Electrical & Plumbing) MEP installations through consultation with the hotel operations chief engineer.
- Reviewed material/equipment selection submittals from MEP Consultants for compliance.
- Provided project team with regular update on Architectural and MEP system upgrades & progress.
- Reviewed MEP contractor's shop drawings prior to submittal for service co-ordination with other construction elements.
- Reviewed material/equipment technical submittals from contractors and vendors for specification compliance.
- Reviewed the list of connections accessories between the client supplies and the existing infrastructure, including detailed technical characteristics issued by MEP Consultant.
- Provided technical advice to construction team and pre-qualified consultants and contractors
- Oversaw and inspected MEP service installation during construction along with QA/QC and Consultant.
- Inspected concealed MEP service installation prior to closure of void /riser in conjunction with QA/QC and obtaining consultant sign off.
- Ensured full compliance and implementation of the project execution plan during construction.
- Provided progress reports for senior management.

***Key Results and Achievements***

- Identified flaws in MEP installation, saving the client time and money in post construction maintenance
- Identified discrepancies in Contractor's variation requests and reduced the average variation request by 20%
- Identified errors and omissions in plans and specifications, eliminating potential cost and time variations
- Led the value engineering effort to reduce the scope of work and cost of the Conference hall renovation, while maintaining substantive upgrade.

WEGMAN's

**DIVISION STORE MAINTENANCE MANAGER**

**ROCHESTER, NY, USA**

May 2015 – February 2016

**DETAILED DESCRIPTION**

- Managed all store and facilities maintenance staff & activities for the Virginia Division
- Reviewed and approved contractor selections in new region for refrigeration, HVAC, electrical, mechanical, plumbing and site work
- Screened contractors for qualifications and established standard scopes of services and job requirements
- Managed all store and facilities maintenance activities for efficiency, safety compliance and cost
- Oversaw all areas of the division's store maintenance operations, ensuring procedures were followed and continuous equipment functionality

- Reviewed and approved short and long term CIP's (Capital Improvement Plans) for all facilities in the Division

***Key Results and Achievements***

- Developed capital improvement program for facilities work in the Division and prioritized executed services
- Developed, reviewed and approved budgets for facilities projects and cost centers
- Expanded the workforce of the Division to meet growing demand.
- Reduced Division Maintenance expenditure by 5% by identifying areas of waste
- Reduced refrigerant leak rate in the Division by instituting leak detection identification and correction as part of a regular service call.

**SAFeway**

**CONSTRUCTION MANAGER**

**LANHAM, MARYLAND, USA**

Jan 2009 – Mar 2015

**DETAILED DESCRIPTION**

- Directed and led all Safeway Construction projects in the Eastern US division and managed new store and remodel capital expenditures with budgets in excess of \$150M annually
- Led and trained project managers to execute projects in the most expeditious, collaborative and cost-effective manner consistent with company best practices, policies and procedures
- Reviewed and approved cost estimates, project appropriations and completion schedules prepared by project managers
- Reviewed and approved change order requests, invoices and payment application
- Prepared site, lease and budgetary analysis for new location selection
- Coordinated rooftop solar panel, utility and telecommunication installation for new projects
- Collaborated with the Real Estate department, retail managers and design department to implement and deliver the company's annual capital expenditure program.
- Prequalified new contractors and vendors for projects

***Key Results and Achievements***

- Executed the roll-out of healthcare/clinics across 120 locations.
- Led the revision of construction project approval procedures that increased the accuracy of estimates and reduced the occurrence of budget overruns.
- Initiated the interdivisional meetings of Construction Managers for shared learning
- Reviewed and updated plans, specifications and work scope reducing Change Order (variation) requests.
- Led the construction of the company flag ship store.
- Successfully led the division construction program that includes 15+ New stores (including the company's flagship in Georgetown, Washington DC), 78 remodels and division wide rebranding and signage upgrade.
- Successfully executed the division's annual overall capital expenditure within budget
- Mandated the inclusion of the construction team's input during the development of plans and specifications.
- Expanded the role of the Construction Manager in the Division and subsequently the company

**PROJECT MANAGER**

Jan 2005 – Dec 2008

**DETAILED DESCRIPTION**

- Managed the construction of remodels, expansions, new stores and fuel stations
- Led project team members to execute project scopes, schedules, and budgets of capital improvement projects including infrastructure, site development and environmental remediation
- Led and coordinated the activities of architects, engineers, government agencies, retail and marketing personnel in store development
- Evaluated and approved internal change requests
- Conducted on-site inspections and meetings as required
- Evaluated and negotiated change orders from contractors

***Key Results and Achievements***

- Initiated the preparation of project estimates by project managers thereby reducing budget overruns
- Successfully reduced change order (variation) expense by 30%, by developing better estimates, updating scope of work and providing input during the development of plans and specifications.
- Successfully completed 95% of projects within budget

**PIER 1 IMPORTS**

**REGIONAL PROPERTY COORDINATOR, NORTHEAST**

**FORT WORTH, TX, USA**

Apr 2004 – Dec 2004

**DETAILED DESCRIPTION**

- Managed physical assets of over 200 Pier 1 imports stores in the Northeast U.S and six distribution facilities nationwide all totaling over 4 million sq. ft.
- Interfaced with multiple landlords, contractors and trades to resolve maintenance and repair issues per lease agreement
- Managed project contract services for stores
- Reviewed project proposals to ensure proper pricing and complete scope of work coverage
- Supported Real Estate and Asset management departments in lease extensions and renewals
- Solicited & negotiated preventive maintenance bids.
- Prepared project estimates and managed capital improvement projects
- Obtained all necessary permits and licenses for store opening

***Key Results and Achievements***

- Designed project management system to track maintenance and improvement expenses in order to identify high expenses
- Initiated vendor payment review process by proposing better controls to yield cost savings of 15%
- Performed Building automation system review for selection

**STOP & SHOP SUPERMARKET COMPANY**  
**PROJECT ENGINEER**

**QUINCY, MA, USA**  
SEPT 2000 – SEPT 2003

**DETAILED DESCRIPTION**

- Designed the refrigeration system for new and remodel projects and coordinated the layout of store mechanical systems
- Prepared and negotiated bid packages for contract work
- Prepared scope of work, specifications and work schedules for installation and construction projects
- Sized and selected Refrigeration, HVAC and walk-in cooler equipment
- Supervised the installation of refrigeration & HVAC systems
- Worked closely with energy management specialist to specify energy management and building automation systems
- Prepared preliminary Budget estimates for equipment in remodel and conversion projects
- Managed construction and installation budget for store remodel & expansion projects
- Inspected construction and installation projects
- Reviewed plans and specifications to ensure proper coordination between all building systems (plumbing, mechanical, electrical & life safety)

***Key Results and Achievements***

- Revised refrigeration plans and specification to provide clarity and reduced the number of Change Orders by 40%
- Developed the electronic version of refrigeration system schedules and led the conversion from hard copies to soft copies.

**SHEPLEY, BULFINCH RICHARDSON AND ABBOTT**  
**ARCHITECTURE INTERN**

**BOSTON, MA, USA**  
JAN 1997 – DEC 1997

- Reorganized and effectively managed project documentation and log system
- Worked with contractor and project consultants to improve project execution
- Reviewed and processed Shop drawings and RFI's
- Prepared detailed sketches from site survey for remodel projects in the absence of existing plans to develop as-built plans
- Prepared punch lists for field correction

**COMPUTER SOFTWARE SKILLS**

Microsoft Office Suite (Word, Excel, Project, Outlook & PowerPoint), AutoCAD, Adobe Creative Suite, Adobe Photoshop, Lightroom and Aperture and Graphic Design

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**ADDITIONAL ACTIVITIES**

Photography

Traveling

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**REFERENCES UPON REQUEST**