



P.O. Box 2008, New Britain, Connecticut 06050  
(203) 827-7700

Office of the President

RESOLUTION

concerning

FACILITIES PLANNER

May 6, 1988

WHEREAS, An affirmative action search has been completed to fill the position entitled, Facilities Planner, in the Connecticut State University Executive Office, and

WHEREAS, The Committee making the search has recommended the appointment of Nancy Tinker, and

WHEREAS, The President of the Connecticut State University concurs in the recommendation of the Committee, therefore, be it

RESOLVED, That, effective May 9, 1988, Nancy Tinker be and hereby is appointed Facilities Planner in the Connecticut State University Executive Office at an annual salary of \$42,000, and be it

RESOLVED, That during her course of service as Facilities Planner she shall be entitled to all benefits as enumerated in the Board's "Personnel Policies for Management Personnel and Confidential Professional Personnel."

A Certified True Copy:

Dallas K. Beal  
President



An Equal  
Opportunity  
Employer

Nancy Tinker  
24 Lyons Street  
New Britain, CT 06052  
(203) 225-2510

## OBJECTIVE

A position in Facilities Engineering/Management which will provide growth opportunity

## EDUCATION

University of Massachusetts 1983

Bachelor of Science, Industrial Engineering and Operations Research , GPA:3.5

## WORK EXPERIENCE

### IBM Corporation

#### Software Design Project Management 1/87 to present

- Responsible for designing and implementing project control systems to ensure efficient department operation.
- Responsible for the knowledge acquisition and representation for current expert system projects.
- Produce and track project schedules.
- Participate in the design and implementation of database administration strategies.
- Conduct project status meetings and planning sessions.

#### Lead Strategic Planner/Project Manager 12/84 - 12/86

- Supervised the planners responsible for the strategic planning and project management for a large manufacturing site.
- Acted as the interface between site executives and Facilities Planning and Engineering.
- Coordinated projects between buildings.
- Conducted site wide project status meetings.
- Prepared and tracked capital and expense budgets.
- Participant on the executive capital review board during efforts to reduce capital spending.
- Led the planning effort for a 300,000 square foot new building with 80% clean room occupancy.

## Implementation Planning/Project Management 1/84 - 12/84

- Developed and maintained a thorough knowledge of assigned buildings with detail to organization and manpower, rearrangement project status, rearrangement projections and occupancy plans.
- Provided customers with rearrangement schedules, maintained communication throughout the project life.
- Presented, negotiated and sold plans to various managerial levels including the Site General Manager.
- Documented all plans, agreements and commitments to internal customers and affected Facilities areas.
- Conducted weekly project meetings.
- Maintained awareness of the Layout, Mechanical, Architectural and Electrical design for each project.
- Worked closely with construction coordinators and contractors during construction.
- Projected and tracked project budget for Capital and Expense.

## Layout Engineering 6/83 - 1/84

- Provided complete layout designs together with cost estimates for large reconstructive projects in a 500,000 square foot semiconductor manufacturing building.
- Incorporated safety and environmental regulations in the layout requirements.
- Acted as the interface between Safety Engineering, Environmental Engineering, Facilities Engineering and the internal customer.
- Utilized Cadam for all layout projects.
- Tracked all projects from layout to final construction.
- Obtained all required reviews and approval signatures, participated in negotiations at all levels.
- Supervised and directed subcontractor efforts; evaluated their performance.
- Established and maintained project files.
- Administers and tracked shop orders on all projects.
- Participated in initial site inspection with Contractors and construction coordinators.

## Additional Experience

- Prepared and presented quarterly business measurements.
- Served as Quality Team Leader at both the department and project level.
- Wrote the Corporate Education Module for Facilities Engineering for use in the New Hire Training Program.
- Designed and initiated a customer survey which was adopted site wide as a measure of quality service.
- Extensive experience with the personal computer including Lotus and Dbase III.
- Maintained a high level of credibility with regard to project schedule and budget.
- Project complexity ranged from office areas to class 10K clean room.