TOMOMI MARTIN

PROJECT MANAGEMENT PROFESSIONAL | CIVIL ENGINEERING CONSULTING, CONSTRUCTION & PROJECT DELIVERY

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Project Management Specialist and project controls professional with 12+ years supporting municipal water, wastewater, infrastructure engineering, commercial construction, manufacturing, and tenant-improvement projects. Supported 6–7 projects through the full lifecycle and managed 30–40 ESDC RFIs and submittals weekly across 6–7 concurrent projects. Completed 5 contract initiations, 5 contract modifications, and 5 PMPs weekly within 1–2 business days; built AI-assisted templates saving roughly 30 minutes per use. Experienced with Deltek Vantagepoint, MS Project, Procore, Prolog, and Autodesk Construction Cloud; strengths include project initiation, resource planning, scheduling, document control, contract administration, and multidisciplinary coordination.

EXPERIENCE

Project Management Specialist II

Apr 2024 – Present

West Yost — Sacramento, CA

- Supported 6–7 municipal water, wastewater, and infrastructure projects from proposal and contract execution through initiation, scheduling, design coordination, bid support, construction support, client delivery, and closeout
- Completed 5 contract initiations, 5 contract modifications, and 5 Project Management Plans (PMPs) per week within 1–2 business days using project-specific checklists, reducing administrative workload for Project Managers and freeing them to focus on engineering work, client relationships, and project delivery
- Managed the Design Coordination Calendar across 15 design projects and 6 milestones; partnered with Project Managers, CAD, and Specifications teams to prioritize larger projects, shift dates to avoid conflicts, and support same-day client submissions for 3 projects
- Served as a go-to resource for Deltek Vantagepoint resource planning, handling several workload-loading requests per week for the entire primary sector and a secondary sector and providing quick-turnaround support on Deltek questions
- Kept 30–40 ESDC RFIs and submittals per week within review times across 6–7 concurrent projects using Procore, CMIS, ACC, and Excel; coordinated reviewers to shorten review periods and support on-time client submission
- Developed and updated 2–3 proposal schedules per week in MS Project and handled 2–3 urgent PM requests per week in MS Loop and MS Planner, supporting project initiation, workload planning, and schedule updates
- Supported 3 project meetings per week on an active Construction Management project by preparing agendas and minutes, coordinating submittal and RFI reviews, and managing project records
- Kept 5 projects—one for each of 5 Project Managers—moving during PM absences by coordinating with team members and following up on open work; met deadlines for letter proposals and technical memos submitted to clients for review and approval
- Expanded awareness of Project Management Specialist support across sector teams by presenting the process and sharing resources and workflows
- Built standardized, AI-assisted templates for ESDC review cover pages, proposal letters, and MS Project schedules, improving consistency and saving roughly 30 minutes of preparation time per use
- Established backup coverage for ESDC support by cross-training project management assistants on ESDC processes

EXPERIENCE

Project Engineer / Estimator

Feb 2022 – Jan 2024

Colin Construction — Auburn, CA

- Selected projects within a portfolio of 10 healthcare projects in the $5M–$10M range: BASS Cancer Center (25,000 SF, Walnut Creek, CA); UCSF 9.4T MRI installation (San Francisco, CA)
- Coordinated bid administration for 10 healthcare design-build projects in the $5M–$10M range, including the BASS Cancer Center, from scope review through final proposal; developed subcontractor scopes of work and evaluated bids for pricing and specification compliance
- Supported estimating for healthcare medical renovation and imaging projects in the $5M–$10M range, including the UCSF MRI installation, assisting with project budgets and bid proposals for executive review and aligning cost data with contract, equipment vendor, and schedule requirements
- Kept healthcare projects aligned with critical-path requirements by maintaining project records in Procore and Master Builder, managing submittal schedules, and prioritizing critical-path items
- Prepared and issued 15 subcontracts per week and coordinated 5 Potential Change Orders (PCOs) per week to support Prime Contract Change Order approvals on turnkey healthcare contracts
- Led 2 weekly owner-architect-contractor (OAC) meetings with owners, architects, engineers, subcontractors, healthcare clients, design consultants, and equipment vendors; coordinated RFI resolution with field teams and prepared weekly project status reports
- Supported regulatory compliance and project continuity in licensed healthcare facilities by maintaining OSHPD/HCAI documentation and subcontractor records

Assistant Project Manager

Sep 2020 – Jan 2022

Cumming Corporation, Siemens Mobility — Sacramento, CA

- Kept 2 Siemens Mobility facility expansion projects aligned with project objectives and quality standards
- Built scopes of work, RFPs, bid invitations, preliminary cost estimates, and project schedules that gave stakeholders the information needed for project decisions
- Tracked monthly project costs and flagged budget variances to support financial monitoring and corrective action
- Attended 2 stakeholder meetings per week and coordinated activities among Siemens IT, Security, business teams, landlords, general contractors, subcontractors, vendors, and consultants to maintain schedule and technical alignment
- Processed purchase orders and managed approved change orders through SharePoint to maintain accurate procurement and contract administration records

Project Engineer

May 2019 – Sep 2020

Soltek Pacific Construction — Davis, CA

- Supported the $33.4M UC Davis Walker Hall historic renewal and seismic correction project—preserving over 75% of the original structure and achieving LEED Platinum certification—by routing 30 submittals and RFIs per week, including shop drawings and samples, through Prolog for owner and architect review within 15-day submittal and 5-day RFI review periods
- Prepared 5 Potential Change Orders (PCOs) and change orders per week, along with cost proposals and subcontract commitments, for the $33.4M UC Davis Walker Hall project to manage scope and cost impacts
- Maintained drawing logs and document distribution records to ensure version control and project continuity
- Supported 1 owner-architect-contractor meeting per week by preparing agendas, meeting minutes, schedules, and project documentation for owners and subcontractors

EXPERIENCE

Contract / Project Administrator
Apr 2014 – May 2019

Alston Construction Company, Inc — Sacramento, CA

National general contractor providing design-build, construction management, and general contracting services for commercial, industrial, and mission-critical clients

- Supported 5–6 active projects per month by preparing ITBs, proposals, exhibits, and schedules of values that clarified procurement and contract requirements for general contracting and design-build projects
- Processed 15 subcontract agreements and 5 purchase orders per month, along with change orders, within two business days of receipt to keep projects on schedule and moving
- Coordinated 15 subcontractor insurance, licensing, and litigation-compliance reviews per month with Risk Management, resolving holds before they delayed project execution
- Kept project records, executed contracts, and insurance certificates audit- and compliance-ready across physical and electronic systems
- Entered contract and change order data in Timberline to maintain accurate financial and contract tracking across active projects
- Supported Shinmei USA's West Sacramento production and distribution facility: 16,719 SF food production area with 23-foot clear height and R-30 rigid-insulation roof, 5,668 SF office, 5,623 SF -20°F freezer, two dock positions, and two grade-level doors. Served as Japanese translator/interpreter and coordinated meetings, site visits, and tours

LANGUAGES

English — *Bilingual*

Japanese — *Bilingual*

EDUCATION

Certificate in Construction Management
2019

Columbia University — Location

- Focused on construction management fundamentals, project delivery, project controls, and coordination practices

Master of Arts in International Business Management
1996

Ohio University — Athens, OH

- Completed project management coursework while developing a foundation in international business management, organizational strategy, business operations, and cross-cultural communication

Bachelor of Arts in Sociology
1994

Sophia University — Tokyo, Japan

- Built a foundation in social analysis, communication, and cross-cultural understanding, strengthening the ability to collaborate with diverse stakeholders and navigate complex organizational environments

SKILLS

- Project Controls: Deltek Vantagepoint, MS Project, Procore (Certified), Prolog, Textura, Master Builder, Bluebeam, CMIS, Autodesk Construction Cloud (ACC)
- Financial & Administrative Systems: Sage 300, GC Pay, Timberline, SharePoint, MS Office Suite (advanced Excel), MS Loop, MS Planner
- AI & Productivity Tools: Microsoft Copilot, ChatGPT, Claude, AI-assisted workflow development, document drafting, information organization, productivity enhancement
- Core Competencies: resource planning, scheduling, document control, project initiation, bid and estimating support, client and subconsultant communication, stakeholder coordination, meeting facilitation, contract administration, workload planning, RFI and submittal coordination, construction documentation, project closeout

PROJECTS

Municipal Water & Wastewater Infrastructure

West Yost | 2024-2026

- Water Treatment Plant Filtration Improvements & Hypochlorite Conversion - City of Pittsburg
- Sodium Hypochlorite Facility Replacement - Dublin San Ramon Services District
- White Slough Water Pollution Control Facility - City of Lodi
- Water Quality Modifications & Control System Upgrade - Summit Water Treatment Plant
- IPS and Grit Project - City of Woodland
- Driscoll Road Water Main Renewal - Alameda County Water District
- Municipal water, wastewater, and infrastructure projects across multiple California public agencies

Healthcare Design-Build Projects

Colin Construction | 2022-2024 | Auburn, CA

- BASS Cancer Center - 25,000 SF healthcare design-build project in Walnut Creek, CA
- UCSF 9.4T MRI installation - Healthcare imaging project in San Francisco, CA

Siemens Mobility Facility Expansion Projects

Cumming Corporation | Siemens Mobility | 2020-2022 | Sacramento, CA

- Supported 2 Siemens Mobility facility expansion projects involving IT, Security, business teams, landlords, general contractors, subcontractors, vendors, and consultants

Higher Education Construction

Soltek Pacific Construction | 2019-2020

- UC Davis Walker Hall ($33.4M) - Historic adaptive-reuse and seismic-upgrade project that preserved over 75% of the original structure and achieved LEED Platinum certification
- Included classrooms seating nearly 390 students and a Graduate Center

Shinmei USA Production & Distribution Facility

Alston Construction | 2014 | West Sacramento, CA

- Shinmei USA's first U.S. production/distribution facility: 16,719 SF food production, 5,668 SF office, 5,623 SF -20°F freezer, two dock positions, and two grade-level doors
- Japanese translator/interpreter for client meetings, site visits, and tours; facility included 23-foot clear height and R-30 rigid-insulation roof system