



CAILLIN MOYEN

PROJECT MANAGER / ESTIMATOR

With over 13 years of experience in construction, Caillin is skilled in both estimating and project management. As an estimator, Caillin optimizes efficient use of project funding through the consideration, tracking and evaluation of alternate constructibility means and methods and value engineering. She has prepared complete and competitive bids for a variety of commercial and residential projects. As a project manager, Caillin manages all aspects of commercial and residential projects from conception to completion. She is experienced in developing budgetary estimates and target timelines, obtaining building permit approvals, sourcing and managing subcontractors, and acquiring materials. Caillin also works closely with project teams to identify potential obstacles that could impact budget or schedule in order to complete jobs with accuracy and efficiency.

EDUCATION

B.S. in Architectural
Engineering Technologies
*Wentworth Institute of
Technology, 2007*

PROFICIENCIES

- Microsoft Office Suite
(including Project)
- Procore
- PlanSwift
- AutoCAD
- Adobe Design Suite
- Sage Timberline

PROJECT EXPERIENCE

► **Golden Temple Restaurant, Brookline, MA**

Renovation of a 10,000 SF restaurant, including the build of a cooking kitchen and a prep kitchen. Value = \$3M

► **League School of Greater Boston Dormitory, Walpole MA**

New ground-up 8,000SF building, including bathrooms, kitchen, and laundry room. Value = \$4.5M

► **The Condominiums at the Kelley School, Newburyport, MA**

Full renovation of a former school building to create 10 luxury condos across 15,000SF with a kitchen and 2.5 baths in each unit. Worked directly with homeowners to make all finish selections. Value = \$16M

► **MIT, P2 Toyota Lab, Stata Center, Cambridge, MA**

New construction of a 5,000SF smart car lab., constructed within Stata Center underground parking garage with a focus on electrical work and HVAC. Value = \$500k

► **44 Medford Street, Somerville, MA**

New ground-up apartment building including parking and retail space on the first floor plus 3 upper floors comprised of 12 residential units across 40,000SF. Value = \$8M

► **VW Boston Dealership, Watertown, MA**

Renovation of 15,000SF car showroom and sales office for Volkswagen dealership including new millwork in service department and complete new facade. Value = \$2M

PRIOR PROFESSIONAL WORK HISTORY

► **Essex Builders Corp., Canton, MA**

Vice President / Chief Estimator

-Pre-Construction Services team leader that worked with owners, architects, engineers, consultants

-Prepared complete and competitive bids for a variety of commercial and residential projects.

Project Manager

-Managed all aspects of commercial and residential projects from conception to completion.

► **Wellesley Building Company, Maynard, MA**

Assistant Project Manager / Architectural Designer

-Supported project teams and working with vendors and subcontractors from conception to completion on a variety of commercial office buildouts, residential homes and multi-unit residential buildings.

-Guided tenants in establishing a design plan, selecting finishes, developing estimates and outlining timelines.