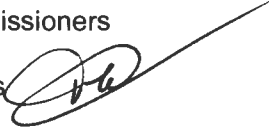




Interoffice Memorandum

April 20, 2020

TO: Board of County Commissioners

FROM: Mayor Jerry L. Demings 

SUBJECT: Confirmation of Mayor's Appointment of Crystal Mudd, Convention Center
Capital Planning Manager
Consent Agenda – May 5, 2020

I am pleased to announce the appointment for Ms. Crystal Mudd as the Capital Planning Manager responsible for the Orange County Convention Center Capital Planning Division. The Orange County Convention Center is a campus comprised of approximately 7 million square feet, with an extensive Capital Improvement Program (CIP) exceeding a \$200 million five-year budget and cash flow executed by the Capital Planning Division.

As Capital Planning Manager, Ms. Mudd will be responsible for the development and implementation of the CIP that consists of renovations, upgrades, and replacement projects of the Convention Center. Along with the ongoing CIP, Ms. Mudd will oversee the successful completion of the \$605 million North-South Building Expansion project.

Ms. Mudd holds a Bachelor of Science Degree in Engineering Technology with a minor in Business Administration from the University of Central Florida. Ms. Mudd has over 13 years of career experience in the construction and project management industry, with a portfolio that includes CIP and renovation projects within active environments at Epcot, Orlando International Airport, St. Dominic Hospital in Jackson, MS, and the Orange County Convention Center. Her initiative and increased leadership roles with the Capital Planning division since 2011 have been instrumental towards the accomplishments and growth of the Convention Center's CIP to date. Ms. Mudd embraces a continued vision for results-driven success with further refinement of the program to best serve Orange County, our clients, partners, and area stakeholders.

Her appointment will be effective the first full pay period following Board approval at an annual salary of \$105,019.20.

ACTION REQUESTED Confirmation of the Mayor's managerial appointment of Crystal Mudd as Manager, Capital Planning Division, Orange County Convention Center

Attachment: Resume

cc: Byron W. Brooks, AICP, County Administrator
Mark Tester, Executive Director, Convention Center
David Ingram, Acting General Manager, Convention Center
Terry Devitt, Acting Deputy Director, Convention Center
J. Ricardo Daye, Human Resources Director

Crystal S. R. Mudd

1250 Rain Lily Rd • Winter Garden, FL 34787 • (407) 375-9723 • csrmudd@gmail.com

PROFESSIONAL SUMMARY

Professional with over 12 years of construction industry experience managing Capital Improvement Program (CIP) projects through all phases including initiation, design, bidding, construction and closeout. Successfully manages consultants, contractors and staff to achieve the desired outcomes and expectations of Clients, Authorities having Jurisdiction, and End Users within scope, schedule and budget requirements. Diverse experience within active, fully operational, general assembly facilities of convention centers, hospitals, airports, and theme parks in both the public and private sectors serving professional roles as the Owner, Owner's Representative, Design Project Manager, Construction Manager, and General Contractor.

PROFESSIONAL EXPERIENCE

Project Manager

April 2015- Present

Assistant Project Manager

July 2012- April 2015

Construction Projects Coordinator

July 2011- July 2012

Orange County Government

Orlando, Florida

Orange County Convention Center (OCCC); Capital Planning

- Develops, Manages, and Coordinates Projects from initiation to closeout
- Manages Coordination and Communication between Stakeholders including Clients, Senior Staff, Executive Management, Facility Staff, Architects, Engineers; Consultants, Contractors, Subcontractors, Vendors, Procurement, Permitting, and other essential Orange County Departments
- Instrumental in facilitating the inception of the original Five Year CIP for the 7.1M sf OCCC that began as a \$187M budget in Fiscal Year 2012. Actively participated in its refinement in Fiscal Year 2015 for an ongoing \$35M average budget
- Develops and prepares the budget for the ongoing Five Year CIP along with individual Capital projects
- Managing and Implementing the North-South Building Expansion with a \$605M project budget and over 850,000 sf program to include a 200,000 sf Multipurpose Venue and a Grand Concourse with 80,000 sf ballroom, additional meeting rooms, restrooms, and other ancillary guest and support service areas
- Develops policies and procedures for Capital Planning
- Actively involved in the hiring and selection process of interns, prime timers, and extension of staff consultants
- Manages and prioritizes schedules and work allocations for team members and Owner's Representatives based on project needs
- Responsible for hiring, developing, mentoring, and training of 10 interns and counting for the team
- Coordinates project schedules with client events and facility related activities to ensure success around active conventions
- Prepares and participates in presentations to Client meetings including the Client Advisory Board
- Develops scopes of work for professional, contractor, and vendor services
- Leads and participates in Procurement Committees and provides recommendations for Board approval
- Creates and implements schedules to ensure projects are completed within the designated time frame
- Mitigates and negotiates change orders and additional services to maintain the project budget
- Manages multiple projects in various phases of completion simultaneously
- Supervises staff throughout each project's completion in line with the policies, procedures, and regulations of the County
- Demonstrates high regard for mutual respect and work ethic amongst coworkers
- Mitigates punch list items with close monitoring of the project in progress
- Coordinates warranty items and facility maintenance repairs
- Emphasizes that work was performed safely, on schedule, and with quality finish
- Demonstrates flexible work availability for the project schedule to include nights and weekends
- Actively involved in successful completion of over 50 projects to date ranging from \$10K to \$13M within categories such as:
 - Valencia Ballroom and Pre-Function Area Renovations
 - Restroom Renovations throughout West Concourse
 - Campus Wide Interior Buildouts and Renovations- Destination Lounge, Gary Sain Café, Meeting Rooms, West Entrance Lobby
 - Campus Wide MEP/FP System Upgrades- HVAC Units, Smoke Control, Show Power, Fire Sprinklers
 - Exterior Envelope Replacements- Roofs and Curtainwall Systems
 - West Concourse Finishes & Furniture- Flooring, Seating Groupings, Wall Panels

Field/Office Engineer
Hensel Phelps Construction Co.
St. Dominic Jackson Memorial Hospital
Orlando International Airport

July 2008- July 2011
Greeley, Colorado
Jackson, Mississippi
Orlando, Florida

- Facilitated field coordination and construction management between the Owners, Owner's Representatives, Architects, Subcontractors of all trades, Engineering Services, and Inspectors on numerous job sites.
- Monitored QA/QC program- included numerous inspections, job hazard analyses, infection control, coordination meetings
- All projects were renovations in active, operating job sites
- Managed completion of punch lists- over 6,000 items
- Generated daily progress reports, photos, transmittals, submittals, requests for information, payment applications, four week schedules, completion schedules, meeting minutes, as-built drawings, time & material sheets, operation and maintenance manuals, and other project or job site specific documentation
- Ensured work was executed safely and on schedule
- Sample of Completed Projects:
 - Orlando International Airport- Airside 1 Rehabilitation Phase 2- \$88M
 - Orlando International Airport- Airside 3 Rehabilitation Phase 2- \$93M
 - St. Dominic Jackson Memorial Hospital- Lab Expansion and Core Lab Renovation- \$500,000
 - St. Dominic Jackson Memorial Hospital- Renovation of Catheterization Lab- \$100,000

Professional Intern for Facility Asset Management
The Walt Disney Company- Walt Disney World Resort's Epcot

January 2007- December 2007
Lake Buena Vista, Florida

- Construction and Refurbishment Project Support for the Epcot Facility Asset Management department
- Processed Project Plans, Change Orders, Submittals, Transmittals, RFIs, Applications for Payment, Purchase Orders, Meeting Minutes, Project Charters, Schedules, Procurement of Materials, etc.

Lab Instructor for Engineering Graphics
University of Central Florida

January 2005- December 2006
Orlando, Florida

PROFESSIONAL SKILLS & SOFTWARE EXPERIENCE

- Microsoft Project
- e-Builder
- BlueBeam
- Primavera
- SAP Workplace
- Ungerboeck EBMS
- Photo documentation
- AutoCAD
- OSHA 30 Hour
- Results-oriented
- Problem solver
- Detail-oriented
- Contract Specifications and Drawing proficiency
- Efficient organizational skills
- Focus on Mentoring and Onboarding
- Team-oriented
- Great time management skills
- Emphasizes scope, schedule and budget
- Proficient in Microsoft (MS) Office Products
Word, Excel, PowerPoint, Outlook

EDUCATION

University of Central Florida
Bachelor of Science in Engineering Technology- Design
Minor- Business Administration

Orlando, Florida
May 2008

LEADERSHIP CERTIFICATIONS & PROFESSIONAL AFFILIATIONS

- **The 7 Habits of Highly Effective People Signature Edition 4.0** **June 2019**
 - *Recommended by Management for Professional Development*
- **Project Management Academy PMP Prep Course** **March 2018**
- **Orange County Executive Leadership Program- Visionary Series** **September 2017**
 - *Nominated by Management and approved by OCCC Executive Team*
- **Orange County Passport Series Completion** **December 2017**
 - *Navigator, Compass, Path to Success*
- **PSMJ Project Management Bootcamp** **December 2015**
- **American Management Association** **2019- Present**
- **Project Management Institute** **2018- 2019**
- **Society of Women Engineers** **2003- Present**
 - *Served as section Vice President, Conference Chair, Members-At-Large Representative*

PROFESSIONAL REFERENCES- Available upon request