



Nguyen Tran

Community Redevelopment Agency Director

Nguyen Tran has over 29 years of planning, housing, property acquisition, land development and redevelopment experience in both the public sector and the private sector. Born in Saigon, Vietnam, Mr. Tran spent his entire upbringing in Northern Virginia until graduating from Old Dominion University in Norfolk, Virginia with a Bachelor's of Science in Mechanical Engineering in 1993. He moved to Florida to begin his career in the public sector to help improve communities in cities such as Delray Beach, West Palm Beach and now Pompano Beach. Mr. Tran is responsible for preparing, planning, and developing projects and programs related to the redevelopment of two of the City's community redevelopment districts, one district being approximately 3,084 acres. Managing two redevelopment districts involve facilitating two advisory committees and the implementation of projects and programs contained within two separate and distinct CRA Redevelopment Plans. In addition, Mr. Tran is tasked with implementing policy changes, budgeting, working with the business community, citizen groups, other governmental entities and key stakeholders to effectuate positive redevelopment.

Specialized Skills involve Land Acquisition and Entitlement, Real Estate Development, Property Maintenance and Management, Construction Administration, Project Management, Affordable Housing Operations and Development, Community Planning, Development Agreements and Tax Increment Financing.

Hobbies include boating and fishing.

Nguyen Tran

Curriculum Vitae

EDUCATION, CERTIFICATIONS, TRAINING

Dec 2007 **LEED® Accredited Professional**, US Green Building Council.

Oct 2007 **10-Hour Occupational Safety and Health Training**, Occupational Safety & Health Administration (OSHA).

Mar 1999 **Microsoft Certified Systems Engineer (MCSE)**
Microsoft Certified Professional + Internet
Microsoft Certified Professional, Florida Atlantic University, Department of Continuing Education, Boca Raton, FL. Period: September 1998 to March 1999

Dec 1993 **Bachelors of Science: Mechanical Engineer**, Old Dominion University, Norfolk, VA. Period: September 1988 to December 1993.

Jun 1988 **Falls Church High School**, Falls Church, VA. Period: August 1984 to June 1988.

WORK EXPERIENCE

Period: October 2018 to Present

Organization: ***Pompano Beach Community Redevelopment Agency***
Pompano Beach, FL 33060

Positions: ***CRA Director***

Responsibilities: Responsible for preparing, planning, and developing reports, projects and programs related to the redevelopment of two of the City's community redevelopment districts. Provides presentations and agenda items for monthly CRA Board and Advisory Board meetings. Managing all aspects of contract execution and project management. Implementation of projects and programs contained within the CRA Redevelopment Plan. Implementing policy changes, budgeting, working with the business community, citizen groups, other governmental entities and key stakeholders to effectuate positive redevelopment

Period: July 2012 to October 2018

Organization: ***Redevelopment Management Associates***
Pompano Beach, FL 33060

Positions: June 2017 to Present; ***Project Manager, West Palm Beach CRA***
August 2014 to Present; ***Northwest CRA Director, Pompano Beach CRA***
July 2012 to August 2014; ***CRA Senior Project Manager, Pompano Beach CRA***

Responsibilities: Managing all aspects of construction and development related activities including issuing RFQ/RFP's, their evaluations and recommendations up to contract execution and project management. Implementation of projects and programs contained within the CRA Redevelopment Plan. Implementing policy changes, budgeting, project management,

planning, working with the business community, citizen groups, other governmental entities, advisory boards and key stakeholders to effectuate positive redevelopment initiatives. In charge of property acquisitions, negotiations, due diligence, property disposition and contract management. Responsible for all aspects of housing related projects from market-rate to affordable low income housing tax credit developments. Preparation and presentation of CRA Board and City Commission Agenda Items.

Period: July 2009 to June 2012

Organization: ***Delray Beach Housing Authority***

Delray Beach, FL 33445

Position: ***Development Officer-Delray Beach Housing Authority***

V.P. Operations-Delray Housing Group, Inc., a 501c(3) non-profit subsidiary

Responsibilities: Managing all aspects of construction and development related activities including issuing RFQ/RFP's, their evaluations and recommendations as well as responding to RFQ/RFP's. Spear headed property acquisitions, negotiations, due diligence and ultimately rehabilitation for low income rental purposes. Property Management of all Delray Beach Housing Authority and Delray Housing Group owned properties as well as some City of Delray Beach and Community Redevelopment Agency owned properties. Responsible for grant reporting, grant administration and grant writing. Other duties include website maintenance and assists IT personnel with technical support issues.

Period: January 2007 to July 2009

Organization: ***HDR, Architecture, Inc.***

West Palm Beach, FL, 33401

Position Held: ***Senior Project Manager/Senior Consultant.***

Responsibilities: Planning and managing all aspects of multi-discipline projects and independently coordinates the work of professional staff and the balance the team throughout the entire projects development. Establishes client relations, and is involved with the marketing, contractual, design and production meetings. Participates in reviews with various governing agencies for compliance. Conducts work sessions for design development and contract document in conjunction with other staff. Coordinates workload through the entire project development to complete documents on schedule. Responsible for tracking the financial aspects of the project, and coordinates and adjusts the work effort with the team to ensure that the work is completed within the parameters on the contract and project schedule. Works with the Department Manager for project reviews on an as needed basis.

Period: June 2006 to January 2007

Organization: ***Lennar Homes, Inc.***

West Palm Beach, FL, 33401

Position Held: ***Project Manager-Long Range Land Entitlement***

Responsibilities: Ensured successful project evolution from acquisition, through land entitlement, on-site construction to final acceptance and certificate of occupancy. Prepared Bid Packages and selected and awarded contracts to successful bidders. Prepared and processed contract change orders, purchase orders, check requests. Reviewed and approved payment

applications, managed day-to-day operational aspects of a project and scope. Ensured project documents are complete, current, and saved appropriately. Managed project budget and facilitated and held regular status meetings with the project team. Attended all pertinent governmental meetings to ensure positive project representation. Reviewed and commented on existing and proposed governmental policies regarding workforce housing and comprehensive plan amendments through participation in the Community Economic & Development Council.

- Project Manager assigned to the Florida Turnpike Interchange at Minute Maid Road-PD&E Study
- Project Manager assigned to Indrio Road right-of-way (land acquisition, road design, permitting and construction)
- Project Manager assigned to three Lennar Communities (Bayhill Estates, Links at Emerald Dunes and Pine Key Estates)

Period: December 1995 to June 2006

Organization: ***City of Delray Beach***

Delray Beach, FL, 33444

Position Held: ***Senior Planner***

Responsibilities: Reviewed and processed subdivision plats, abandonments, traffic pattern modifications, street closure applications and prepared findings to be considered by the approving body. Evaluated and confirmed lot of record status, verified legal descriptions, deeds and formulated responses to zoning verification requests. Processed waiver requests for lot configurations and prepared documentation for acceptance of right-of-way deeds. Performed deed/title searches and prepared all Abandonment Resolutions. Supervised the Assistant Planner and Intern. Supervised the budgeting, justification and installation of all hardware and software purchased for the department.

SUMMARY OF QUALIFICATIONS

LEED® Accredited Professional

Project Management experience

Construction Administration experience

Affordable Housing experience

Market-Rate Housing experience

Financial and Economic Analysis experience

Public-Private Partnership experience

AutoCAD experience

28 years of public sector experience

Specialist in land development and entitlement

Expert in technical and software management/support

Skilled in reading surveys, engineering drawings, site plans, landscape plans, legal descriptions, deeds, title commitments and property tax maps

ADDITIONAL INFORMATION

Reputed for being thorough, self-motivated, detail-oriented, resourceful and dedicated to professional growth. Committed to continuing mastery and education via regularly scheduled training opportunities to upgrade knowledge and skills. Can communicate and work effectively with all levels of an organization as well as the general public. Can offer a wealth of knowledge and experience to any organization in addition to providing linkage to countless public and private sector contacts.