

# PETER COYLE

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## CAREER GOAL

To apply, develop and build upon my education and work experience in a position where I can influence design decisions and processes that make project development and customer experiences the best they can be.

## RELATED WORK EXPERIENCE

### **Graduate Assistant, Florida International University, Landscape Architecture Department - Miami, FL August 2009 to May 2010**

- Performed graphic, presentation, marketing and organizational support for faculty members for an entire school year.

### **Assistant Project Manager / Estimator, Milestone Custom Homes / Royal Construction Group - Boynton Beach, FL January 2005 to May 2008**

- Served as Assistant Project Manager for Milestone Custom Homes controlling estimating, purchasing, subcontracting and customer relations in addition to all office administration.
- Developed comprehensive budgets for each home working directly with the company president.
- Compiled project financial and progress statements for management and homeowners.
- Milestone was acquired by the Royal Construction Group and I was asked to take on estimating duties for a new finish carpentry and specialty timber installation division of the new parent company.
- Re-organized the department to optimize efficiency.
- Managed department workflow and estimation of structural and decorative timber installations and trim carpentry.
- Controlled the accuracy of proposals working directly with general contractors, field personnel and suppliers.

### **Agent, Gracey-Backer, Inc. - Delray Beach, FL May 2001 to January 2005**

- Secured General Lines license with focus on medical and dental malpractice and professional office package insurance sales, direct marketing and account services.
- Personally secured two of the company's largest new group physician accounts.
- Simultaneously handled double-digit sales accounts in a "hard" insurance market.
- Increased direct marketing output and response with improved collateral materials and targeting methods.
- Created new corporate image in the form of stationery, advertisements and web presence.

## EDUCATION

May 2011 - Florida International University - Miami, FL  
Master of Landscape Architecture

May 2000 - Providence College - Providence, RI  
Bachelor of Science in Marketing, Dean's List

## SKILLS

- Able to handle multiple accounts and projects in time sensitive and customer service oriented atmospheres.
- Extensive experience with AutoCAD, Adobe Photoshop, Illustrator and InDesign, Microsoft Office suite and Outlook.
- Familiar with Rhino, Google SketchUp, and Autodesk 3ds Max.
- Research, analysis, program development, implementation, plant selection and schematic design.
- Marketing collateral material layout and drafting of corporate correspondence.
- Basic understanding of Spanish language.

## INTERESTS

- Travel, gardening, horticulture, fishing, golf, tennis, live music, sporting events.