**Fernando Palacios**

(909) 503-2198

E-mail: nando909@outlook.com

**PROFESSIONAL PROFILE**

Entrepreneur: 8 years of experience in business administration field and knowledgeable in the Homebuilding industry. Created a well-known event called Casa de Soul in Los Angeles which gained a lot of recognition by producing, booking, and raising money for cancer. A great asset in assisting in higher ratings for FUEL TV for FOX Networks which aired on all major cable networks nationwide.

**EDUCATION**

DeVry University: Bachelor of Science in Business Administration - concentration in Sales and Marketing

Musician’s Institute: Certificate in Music Business

**CORE COMPETENCIES**

* Homebuilding
* Project/Coordinating
* Post-Production
* Accounting
* Marketing
* Administration
* Computer Technology
* Scheduling

**Tech Skills:** MS Office (Excel, Database, PowerPoint, Access, Outlook) and Mac & PC knowledge,

**Additional skills:** Bilingual in Spanish, familiar in stocks and accounting

**PROFESSIONAL EXPERIENCE**

**Morrow Management (Consultant for Utilities) – San Clemente, CA**

*Project Coordinator**August 2018 – August 2020*

* Providing administrative support to Project Managers
* Preparing project tracking reports and client summaries.
* Managing utility refund collections and reports
* Coordinating and scheduling constructions schedules for developer, Edison, Gas Co. and communication providers.
* Reading, reviewing and understanding plans

**Lennar Homes – Corona, CA**

*Project Administrator**May 2017 – August 2018*

* Process Surety Bond applications, amendments and exonerations
* Assist Land Development team with check requests, invoice coding, lot disclosures, SOP’s, document preparation, letters of credit, wall permits, reimbursement packages, special projects and other various administrative tasks.
* Support the Contracts Department with routing contracts/change orders, reductions, close outs and BuildPro related questions.

*Contract Administrator**April 2016 – May 2017*

* Facilitate internal approval of New Contracts, Change Order requests and Reduction
* Subcontractor and Supplier Prelim Administration
* BuildPro follow up - Start tasks for billing

**FUEL TV of FOX Channel - Santa Monica, CA**

*Production Assistant / Assistant Editor* *May 2006-2011*

* Obtaining music and celebrity licenses
* Clerical & data entry work: Music Cue sheets and updating music licensing contracts
* Digitizing, Transferring HD footage to Standard definition on Final Cut Pro.
* Contacting celebrities, musicians and athletes to confirm their dates for TV recording