

# DEANNA THOMAS

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Client-focused Project Manager with 21+ years of providing Corporate Real Estate project solutions to customers. Solid understanding of various project types and processes as well as helping customers with budgetary savings.

## EXPERIENCE

NOVEMBER 2015 – PRESENT

**ACCOUNT SPECIALIST, MOVE SERVICES, ORI**

- Working through tasks from Sales to Project Management, I'm involved 100% from the planning stages all the way through punch.
- Actively working with large companies such as HCA, Life Point and Pinnacle Bank over the past couple of years, having moved over 2,500 people.
- Working diligently and very closely with our clients, ensuring satisfaction and overall commitment to schedule and budget.

SEPTEMBER 2010 – NOVEMBER 2015

**SENIOR SPACE PLANNER / PROJECT MGR, BRG (A JLL COMPANY)**

- As part of the Variable Resource team, I was not dedicated to any specific client or account.
- Worked with various CRE clients for a variety of projects.
- Typically, projects could consist of space planning, AutoCAD, furniture build outs, furniture decommissions, strategic campus re-stacks, large employee relocations, asset/furniture inventory, and general project management.
- Traveled throughout the United States and Canada to fulfill each project and the commitment to the client's timeline.

MARCH 2006 – FEBRUARY 2009

**NORTH AMERICAN REGIONAL MGR, BRG (A JLL COMPANY)**

- Responsible for the overseeing all North American sites for a large corporation, and worked on process development for those sites, and making sure that all work within those sites is running according to the contract requirements.
- Acted as a Project Manager for all remote CRE projects, communicating with other vendors on such things as scheduling, site acquisitions and decommissions.
- Worked to ensure that all Asset management processes were in place. This included regular cycle counting, cost savings initiatives for reducing square footage & volume, oversight of inventory accuracy levels, and all brokering, dispositions, donations, and recycling efforts.

JULY 2001 – MARCH 2006

**PLANNING COORDINATOR, METROPOLITAN GOVERNMENT OF NASHVILLE & DAVIDSON COUNTY**

- Facilitated design for Metro Nashville office buildings and helped to create furniture standards.
- Worked to prepare specification documents for interiors projects, space needs analysis, and design of systems & caseload furniture layouts.
- Managed various tasks including the review of contract documents from vendors, project manual development, budget estimations, and completing all closeout documents.
- Worked in the field to create site reports, review field work and making recommendations, receive furniture, and inspect furniture installations.

OCTOBER 1998 – MAY 2000

**SR. FACILITIES COORDINATOR, PMSC**

- Worked in the Facilities Division of a large, international company, serving internal clients on various CRE projects.
- Oversaw small scale construction projects, electrical, and furniture installations.
- Conducted long range planning for corporate reorganizations, and worked with Admins to plan for space needs, both current and future. This included space planning, furniture purchases and move management.
- Created and recorded ergonomic assessments and needs of individuals within the company.
- Updated, daily, all computer drawings of the facility and any changes that had been made due to current projects.
- Coordinated weekly moves of employees within the corporate campus.

MAY 1997 – OCTOBER 1998

INTERIOR DESIGNER, CAPITAL BUSINESS INTERIORS

- Trained under the Company President, working on both sales opportunities and interior design project.
- Worked on overall client presentations that included space planning, design boards, formal quotes and FF&E selections.
- Partnered with local architecture firms on various projects, helping in selections of finishes & design elements in both new construction and renovations.

## PROFESSIONAL SKILLS

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|-----------------------|--------------------|
| • Project management  | Vendor Management  |
| • Conflict resolution | Space Planning     |
| • Extremely organized | Occupancy Planning |
| • Team leadership     | FF&E Selections    |
| • Self-motivated      | AutoCAD / CAFM     |

## COMPUTER SKILLS

- AutoCAD / CAFM / Archibus
- MS Office / Access / Project
- Windows CRM
- Success Factors / Salesforce

## EDUCATION & CERTIFICATIONS

UNIVERSITY OF CHARLESTON  
BACHELORS, INTERIOR DESIGN  
MAY 1997

NCIDQ CERTIFICATE NO. 027290