

THOMAS CONTREVO

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RETAIL PROJECT MANAGEMENT & SPACE PLANNING

Visionary and solutions-driven project management strategist with experience in managing and partnering in all phases of multi-location project delivery lifecycle for complex scopes including retail operations, construction/remodels, system changes, merchandising, floor layouts and events from initial needs analysis and planning through development and delivery. Adept in driving all phases of office/project management to include staff/workload delegation, scope determination, planning and scheduling, status/financial reporting and team supervision, while driving completion on-time and within budget. Experienced in defining project goals and breaking down complex issues into manageable parts, while leading the planning, coordination and supervision of multiple projects.

- Store Project Management
- Fixture Design/Purchasing
- Store Construction/Remodels
- Planogram Management
- Visual Merchandising
- Store Signage/Graphics
- Scheduling & Planning
- Workload/Project Delegation
- Team Building/Management
- Report & Scope Development
- Project/Process Improvement
- Stakeholder Engagement

PROFESSIONAL EXPERIENCE

Party City Retail

DIRECTOR, Store Development

4/2023 - Current

SENIOR PROJECT MANAGER, Store Development

9/2020 - 4/2023

Lead a team of Project Managers, Store Presentation Managers and Store Designer who are responsible for all phases of construction, store fixture installation and merchandising for new/relocation stores and remodel projects from inception to completion.

- Weekly status reporting to executive and field leadership.
- Manage budget tracking for a combined spend of 30M+
- Onboard and maintain relationships with third-party partners while monitoring performance.
- Coordinate all schedules with field retail operations teams, installation teams and third-party providers.
- Manage the successful completion of assigned projects according to scope of work on time and on budget.
- Created new robust project closeout checklist process to ensure timely completion of any outstanding items which reduced dwell time of open items by 50%.
- Collaborate with real estate team on upcoming projects, creating budgets, site surveys and feasibility studies as required.
- Created online resource hub for project documents and SOPs to ensure field teams have accurate information that is accessible from any location.
- Assisted accounting on tenant allowance collection, obtaining lien waivers and contractor affidavits as necessary.
- Approved all contracts, change orders and invoices in SiteFolio. Created SiteFolio schedule and run reports to ensure all project milestones are being met.

Brandpoint Services

7/2020 - 9/2020

SENIOR PROJECT MANAGER, Construction

Manage and support a team of field merchandisers and technicians that complete a wide range of projects for retail customers.

- Review customer project needs and present options for completion balancing timeline and budget.
- Lead team while providing necessary tools to complete the project accurately and on-time.
- Schedule project kick-off and weekly status calls.
- Maintain budget and payroll for all assigned projects.
- Collaborate with HR team to ensure adequate resources are available for current project load.
- Provide reporting to executive leadership and clients.

Sbar's Inc./A.C. Moore Arts & Crafts**SENIOR MANAGER, Store Development & Projects****12/2016 - 2/2020**

Managed and supported a team of project supervisors dedicated to the planning and facilitation of all store development projects within strict timelines. Support team with materials, plans, and operational support. Manage and facilitate all new store openings, remodels, and closings. Provide detailed communication to senior management regarding all phases of each project.

- Lead a team consisting of field-based project supervisors/teams, a store designer and a store fixture coordinator for new openings, remodels, closings and in-store special projects.
- Review and approve new store and remodel floor plans, buy and maintain inventory for all in-store fixtures, and act as the liaison between stores and corporate teams on deliverables.
- Work with construction to ensure projects are completed to company specifications; coordinate all activities to ensure smooth project implementation and dissemination of data to stakeholders.
- Interface with senior leadership, staff and teams to establish policies, strategic plans and performance objectives for all projects; set direction and make operational and managerial decisions on projects.
- Drive efficiency in projects by recommending and implementing changes to processes in order to ensure integrity and quality of deliverables.
- Proactively identify risks for projects and mitigate issues that may interfere with or impede project success; delegate project tasks and create schedules to meet requirements and needs.
- Negotiate the procurement and coordination of a new graphics package installation for new stores and remodels that effectively saved over 30% per store.
- Oversee the conceptualization and design of various fixtures; negotiate and coordinate the installation and maintaining of fixtures with outside contractors.
- Create merchandise flows for new stores and remodels using RGIS Storplanner/Smartspace; manage Trello boards for all projects.

PLANOGRAM MANAGER**8/2013 - 12/2016**

Managed and led a team of space planners and Planogram Specialist in the design and development of store sets, while working closely with POG specialists, merchandising managers and external service providers in order to maintain a high level of customer service and quality work. Reviewed, approved and signed off on all planograms to ensure accuracy and clear direction in accordance to corporate directives.

- Worked with buyers to create planograms and refine assortment as needed, while partnering with store operations to ensure stores had the proper fixtures to set planograms; using Spaceman software.
- Communicated all planogram revisions to stores via Natural Insights
- Managed the design of layouts to maximize retail store space, sales, profit and the customer experience.
- Analyzed historical data to ensure maximum profitability of store space and cascaded planogram and space planning plans across all stores.
- Ensured that project and department milestones/goals were met and adhered to approved budgets; maintained planogram database.
- Conducted thorough reviews on market share, current position, direction and effectiveness across all categories in all stores, distributed compliance reporting to all key stakeholders.

STORE PLANNING MANAGER**9/2000 - 8/2013**

Partnered with management, operations, teams and other stakeholders in the design, planning and implementation of store setups, merchandising, the creation of assortments/planograms with buyers and assisting the outside sales team in the wholesale division.

- Created store floorplans and planograms via Intactix Space Management software.
- Collaborated with wholesale customers on new store layouts and remodels.
- Maintained two 5000 sq. ft. showrooms; Designed, set-up and coordinated tradeshow booths
- Partnered with sales to place new products/departments in customer stores.

EDUCATION**Rowan University**

- Completed one year of studies toward a degree in Electrical Engineering

High School Diploma (1995) ~ Haddon Heights High School

Software & Tools: Nielsen Spaceman, RGIS Storplanner/Smartspace, Microsoft Office, AS/400, Oracle, JDA Intactix, SiteFolio