

# LISA F. FISCHOFF

## Project Manager Profile

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Dynamic professional with comprehensive real estate and construction management experience with track record for presiding over multiple projects to fulfill organizational goals. Licensed NYS Real Estate Salesperson and NYC Home Improvement Contractor.

## Areas of Expertise

- ◆ Project Management
- ◆ Lease and Contract Negotiation
- ◆ Vendor Selection & Management
- ◆ Budget Management
- ◆ Construction Management
- ◆ Cost Reduction
- ◆ Financial Planning
- ◆ Process Improvements
- ◆ Operations Management

## Professional Experience

### Dorilton Capital; New York, Texas Real Estate Portfolio Lead

2020 – Present

### Springhill Strategy; New York, New Jersey, London Consultant

2016 – Present

Conduct project evaluations, recovery, and restructuring. Tasked with project closeout turnover and transition management, interim and stop-gap management, in addition to general consulting on construction process. Execute contract, project-based operations and logistics work for profitable start-up companies and non-profit organizations. Develop repeatable processes and research related to cost reduction for 3<sup>rd</sup> party processes, oversee RFPs and bidding, prepare company for launch, as well as legal formation and HR systems. Preside over budget for KIPP New Jersey (TEAM Academy) while ensuring adherence to federal and state purchasing regulations. Supervise teams accountable for managing facilities, construction, technology, nutrition, and third-party contractors (KIPP New Jersey).

- Appointed Interim Director of Operations for KIPP New Jersey (TEAM Academy).

### Zubatin Owner Representation, New York Assistant Project Manager

2019 – 2020

Oversaw full scope of large-scale construction projects for various buildings including museums, charter schools, private schools, religious organizations; complete projects within allocated budget and timeframe. Managed master and financial planning, RFPs, maintained project budget, bid selection, construction, and turnover.

- The Catholic Archdiocese of New York (\$1M - \$12M): Managed multiple project types including demolition, repair, renovation and remodeling, feasibility and technical appraisals, design and construction team procurement, construction administration and strategic advice for long-term asset maximization.
- Additional projects include UJA Federation of New York - Queens Resource Hub totaling \$10M and The Churchill School.

### HelloFresh; USA, Germany, Austria, Belgium, Netherlands, UK, Australia, Canada Senior Manager Special Projects

2015 – 2016

Spearheaded construction and lease negotiation of multi-million-dollar 22k square foot site including office space and commercial kitchen in Manhattan; coordinated permitting, design, sourcing, and sequencing. Enhanced procurement process for indirect goods. Facilitated lease negotiation for additional office space in Manhattan. Acted as liaison between landlord, senior management, and lease lawyer. Prepared and implemented programs and initiatives to streamline business operations.

- Developed internal IT infrastructure to generate growth.
- Identified annual savings potential of 2.5 million.

**Organic Avenue, New York, New York**  
**Chief of Staff and Supply Chain Systems Manager (Reported to CEO and COO)**

**2014 – 2015**

Provided weekly sales reports to CEO and VP of Supply Chain. Oversaw setup and continuous operation of 3PL inventory management, fulfillment, and HPP tolling facility. Formulated internal communications strategy to enhance communication between headquarters, supply chain/manufacturing and stores. Managed product launch and selected third party products to increase in-store offerings. Presided over all aspects of marketing including third party public relations firm. Established partnerships with lifestyle companies. Supervised ordering and production reporting system. Devised interim sales-based ordering methodology utilized during transition from old system and ERP implementation. Compiled product movement reports for purchasing, product development/launch, sales, and marketing. Conducted data analysis at store and production level. Performed SKU rationalization. Introduced system for forecasting and ordering Made-to-Inventory products.

- Devised overnight stocking program implemented at 10 stores to reduce labor and material expenditure by \$750k annually.
- Designated interim Production Manager prior to new manager's appointment.

**Additional Experience**

Co-Founder/Co-Owner, Pushcart Coffee, New York, 2011-2018

- Presided over all aspects of establishing four retail stores and bakery including location scouting, lease negotiation, design, and construction.

**Education**

**Professional Certificate, Financial Modeling**  
 New York Institute of Finance

**Bachelor of Arts, Sustainable Urban and Regional Planning May 2010**  
 Binghamton University, State University of New York

**Licenses & Certifications**

Licensed Real Estate Salesperson NYS  
 OSHA 10; NYC DOB 4-Hour Scaffold  
 Licensed General Contractor NYC  
 NYS Food Handling Certification  
 Red Cross Professional CPR; AED; Wilderness First Aid  
 Safety at Sea