

LISA F. FISCHOFF

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9+ years of **Real Estate and Construction Management** experience in Manhattan, Brooklyn, Queens, The Bronx and New Jersey serving as an owner's representative, contractor and project manager. Licensed NYS Real Estate Salesperson and NYC Home improvement Contractor. B.A. Sustainable Urban and Regional Planning.

- **Project Management**
- **Lease and Contract Negotiation**
- **Vendor Selection and Management**
- **Budget Management**
- **Construction Management**
- **Cost Reduction and Creating Efficiencies**
- **Streamlining Processes**
- **Research & Analysis**

Work Experience

Consultant

2016-Present

Springhill Strategy; New York, New Jersey, London

- Owner's Rep
- Construction project evaluations, recovery and restructuring; Project closeout turnover and transition management; Interim and stop-gap management, general construction process consulting
- Contract, project-based work in ops and logistics for high-growth start-up companies and non-profits
- Types of work include but not limited to: creating repeatable processes, research and process creation related to working with Union Labor, cost reduction for 3rd party processes, managing RFPs and bidding, company setup for launch including legal formation and HR systems
- Interim Director of Operations for KIPP New Jersey (TEAM Academy)
- Managed teams who oversaw facilities, construction, technology, nutrition and all 3rd party contractors (KIPP New Jersey)
- Managed budget for KIPP New Jersey (TEAM Academy) ensuring compliance with federal and state purchasing regulations

Assistant Project Manager

2019-2020

Zubatkin Owner Representation; New York

- Manage large scale construction projects for large institutions such as museums, charter schools, private schools, religious organizations, including on-time and on-budget delivery
- Work included master planning, financial planning, maintaining project budget, managing RFPs, bid selection, construction and turnover

Senior Manager Special Projects (Reporting to the Chief Executive Officer and Chief Financial Officer)

2015-2016

HelloFresh; USA, Germany, Austria, Belgium, Netherlands, UK, Australia, Canada

- Manage construction of multi-million dollar, 22,000 sq ft site in Manhattan (commercial kitchen and office) including permitting, design, sourcing and sequencing
- Lease negotiation for additional office space in Manhattan; liaison between landlord, lease lawyer and senior management
- Streamline purchasing for indirect goods
- Collaborate with business leaders to prepare and execute programs as well as initiatives to improve business efficiency
- Identified approximately 2.5 million in annual savings
- Designed internal IT infrastructure to be scalable for rapid growth

Dual Role: Chief of Staff and Supply Chain Systems Manager (Reporting to the CEO and COO)

2014-2015

Organic Avenue; Ten stores and a manufacturing plant, New York, New York

- Direct reports included: Production Manager, Call Center Manager and Head of Corporate Sales
- Designed and implemented an overnight stocking program for all 10 stores to cut labor and material expenses by \$750k annually.
- Managed setup and ongoing operation of 3PL inventory management, fulfillment, and HPP tolling facility
- Developed internal communications strategy and plan to streamline communication between headquarters, supply chain/manufacturing and stores; including Just In Time delivery of perishable products
- Manage Product launch from conception to shelf
- Sourced and chose additional 3rd party products to increase offerings in store without additional in house costs
- Oversaw marketing: managed 3rd party Public Relations firm; Oversee events and promotions
- Initiate partnerships with complementary lifestyle companies
- Manage ordering and production reporting system; Created and launched interim sales-based ordering methodology to use in several month transition between old system and ERP implementation
- Provide weekly sales reports to CEO and VP Supply Chain
- Created product movement reports as needed for purchasing, product development/launch, sales and marketing

- Built and implemented system for forecasting and ordering Made-to-Inventory products
- Data Analysis on both store and production level; SKU rationalization
- Interim production management until new production manager hired

Co-Founder/Co-Owner

2011-2018 (acquired)

Pushcart Coffee; Three stores, a baking facility and roaster; New York, New York

- Manage team of 50+ employees
- Demand planning and purchasing
- Future planning for expansion and growth
- Scout locations, lease and contract negotiation, act as commercial broker
- Act as general contractor, oversee construction of store including design, plans and permitting, on-site management and budgeting
- Oversee all aspects of store build-out and opening including purchasing, merchandising, staffing, and all opening needs
- Oversee managers and day-to-day operations of stores, plan and coordinate in store events
- Manage customer and community feedback
- Oversee marketing, branding and social media
- Act as liaison between building management/landlord and Pushcart Coffee

Market Manager/Vendor Relations/Outreach

2010-2012

New Amsterdam Market; New York, New York.

New Amsterdam Market was a weekly outdoor public market in front of the old Fulton Fish Market Buildings. Its mission is to support sustainable food systems, regional economies, & fair trade through an emerging small business community.

- Work with President to coordinate vendors; Act as a liaison between farmers/vendors and Market Staff; Coordinate volunteer; set up and break down weekly market; day-of operations
- Work with small team to organize large (500+ person) events and classes to take place at The Market; Advertise and promote weekly Market and its events

Sales

2010-2012

Hudson Valley Duck Farm; New York, New York.

- Set up and breakdown stand at Union Square and Tribeca Greenmarkets twice weekly; drive daily sales through promotion and customer engagement

VOLUNTEER

Race Crew Manager

2019

S/V Flatline; Newport, Rhode Island

- S/V Flatline was a chartered IC 37 race boat taking part in the spring and summer NYIC racing season in Newport
- Recruit and manage crew and logistics for all regattas throughout the season

Sailboat Racing and Race Program Manager

2018-Present

S/V Cleo; New England

- S/V Cleo is a J/109 race boat taking part in One Design and PHRF distance races throughout the Northeast
- Recruit and manage crew and logistics for all regattas throughout the season

Founding Member and Executive Board Member

2015-2020

Binghamton University Rowing Association; New York, New York and Binghamton, New York

Established in 2015 to provide general guidance and financial support to the Binghamton University Rowing Team.

Committee Member/Event Planner

2013-2016

Binghamton University Alumni Association, NY Metro Chapter; New York, New York and Binghamton, New York

- Planned and managed the two largest off campus alumni events in University history (340+ attendees)
- Work with University's Alumni Office to meet requirements for each event as well as budgeting and growth of committee

EDUCATION

New York Institute of Finance

2018

Professional Certificate, Financial Modeling

Binghamton University, State University of New York

Bachelor of Arts, Sustainable Urban and Regional Planning May 2010

Varsity Men's Coxswain

2007 – 2010

Binghamton University Rowing Team; Binghamton, New York

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