**PETE GUINEY**

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**DIRECTOR OF OPERATIONS / PROJECT MANAGER**

**Business Development / Client Relations / Team Development / Training & Mentoring**

**Performance Improvement / Cost Controls / Business Openings / Property Management**

Talented management professional with proven success in driving business performance improvements through team development, training and proper controls. Professional experience in business startups, as well as Real Estate and Hospitality. Adept at situational analysis while maintaining project timelines and facilitating team collaboration. Exceptionally talented in customer and community relations. I excel at:

* **Delivering influential leadership aligning personal and team goals to organizational objectives**
* **Driving community relations successes in fundraising, social and government approval ratings**
* **Producing commendable results, driving teams and individuals to reach goals**
* **Delivering complex projects on-time and to or below budget**
* **Stepping in to faltering projects to align teams and launch on time**
* **Effectively teaching new hires to newly established best practices**

**Education:** Earned a **Master’s in Communications/Journalism** from **Boston University** and a **Bachelor’s in American Studies** from **Trinity College**. Known as a collaborative leader who gains team buy-in and top performance through exceptional communication and setting necessary standards of performance to achieve individual accountability.

**HISTORY AND HIGHLIGHTS**

**Director of Operations**

The Galvin Group, Boston MA

09/2017 – 08/2018

Primarily responsible for leading the growth of the Galvin Group; an up and coming Boston-based real estate company. Through operating disciplines and the creation of SOP’s for agents, the company grew 20% in the first year and doubled their business in under three years. Responsible for the training of eight agents, hiring for key growth position, growing the company’s digital footprint through website and social media presence.

**Built cohesive, high-performance team of producers.** Delivered proven systems to eight inexperienced real estate agents. Taught them the skills to move from rentals to sales which increased volume and production for up and coming real estate agency in Boston. Coached and mentored successful business model to new agents through systems, SOP’s, and meetings.

**Built business, tapping into niche opportunities.** Expanded digital presence online and though social media to help company become highly recognized for sales and rentals. Due to newly established top-of-mind recognition through social selling and branding efforts, newly trained team of agents doubled their business in less than a year.

**Stepped up to fill role in time of company turbulence.** When key leadership exited, tasked with hiring a new Project Manager who could fill the role and help the company to expand and reach potential growth opportunities. Successfully filled position with a knowledgeable and talented individual.

**Real Estate Agent**

William Raveis Real Estate, Boston MA

11/2012 – 09/2017

**Licensed Real Estate Agent with the State of Massachusetts.** Responsible for generating and maintaining own clientele along with negotiations, contract completion, and closings. Required communications with many individuals involved in the rental or purchasing process. Developed personal communications style to fit each client’s need to ensure seamless process.

**Consultant - Assistant General Manager/Project Coordinator**

Brick & Beam Tavern, Quincy MA

07/2017 – 09/2017

**Delivered on high-profile business launch.** Opened new 152 seat restaurant in an iconic location with the Owner/General Manager. Hired, trained, and organized the layout of work stations for maximum efficiency. Oversaw equipment and supplies ordering, menu fine tuning for maximum profits, community relations during the opening process and opened on schedule.

**Built and led cohesive team.** Created a culture of trust with newly hired employees who took ownership of their individual tasks to ensure an on time opening. Used previous restaurant experience to layout efficient workstations in all areas of restaurant to lead to a higher level of customer service and overall customer gratification*.*

**Senior Vice President**

Boston Baseball Field of Dreams, Boston MA

09/2006 – 07/2017

**Held key leadership role.** Served in a cross-functional capacity to build business plan from concept inception, project layout, site identification, community meetings, communications with a wide-range of elected officials including a United States Senator, the Mayor and other City Council members. Bridged the gap with architects, consultants and lawyers.

**Liaised to move project forward.** Lobbied extensively with consultants, architects, officials, environmental agencies, lawyers, to engage interest, approval and funding for a minor league baseball stadium with capacity to hold 7,000 fans.

**Positioned project for community approval.** Met with communities of choice for potential site development and addressed issues and concerns regarding parking, public transportation, seasonal employment, light and noise pollution as well as use of the facility by local youth leagues and groups.

Unique project characteristics provided valuable experience for future opportunities.

**Weekday Sports Anchor**

WKAG TV-43, Hopkinsville KY

04/2003 – 04/2004

Sports broadcaster for local, independent TV station. Responsible for writing, editing, producing and videoing stories which aired three times daily.

**ADDITIONAL SKILLS**

Strategic Business Initiatives and Planning, Recruiting, Staffing, Contract Development, Budget Administration, Process Redesign, Change Management, Negotiations, Community Meetings, Broadcasting, Conflict Resolution Implementation, Planning Best Practices, Community Relations, Startup and Management, Leadership Development, Project Management, Sales