

CHIDOZIE ELVIS OKAFOR

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PROFESSIONAL SUMMARY

Owner's Representative and Senior Project Manager with a Master of Architecture and a track record of delivering complex institutional, academic, and residential construction and real estate development projects across the full project lifecycle. Proven expertise in design development, construction documentation, GC coordination, budget oversight, and stakeholder management on behalf of ownership. Skilled at bridging design intent and construction reality, managing multiple concurrent project scopes, and protecting owner interests from feasibility through closeout.

CORE COMPETENCIES

- Owner's Representation | Construction Administration | Budget Oversight
- Design Development (DD) | Construction Documents (CD) | Schematic Design
- GC Coordination + Procurement | RFI + Submittal Management | Change Order Review
- Schedule Development + Management | Risk Identification + Mitigation
- Stakeholder Reporting | Contract Administration | Quality Assurance
- Institutional Facility Planning | Campus Master Planning | Process Improvement
- AutoCAD | Procore | Bluebeam Revu | Microsoft Project | SketchUp 3D

PROFESSIONAL EXPERIENCE

Owner's Representative | Contract Project Manager | Independent Contractor — Boston, MA

2024 – Present

Engaged as client-side Owner's Representative on active construction and real estate development projects across greater Boston, serving as primary liaison between ownership, design professionals, and general contractors.

- Provide full-cycle contractor oversight, schedule monitoring, and budget tracking across concurrent active engagements, ensuring on-schedule, on-budget delivery to required quality standards
- Conduct regular site inspections and quality assurance reviews; document and communicate findings and risk advisories to ownership and executive stakeholders
- Review and evaluate RFIs, submittals, and change order requests; advise ownership on cost implications and contractual risk exposure
- Develop and maintain detailed project schedules; track milestones and produce regular progress reports for ownership
- Coordinate across architectural, engineering, and contractor teams to resolve design-field conflicts and maintain project momentum
- Implement process improvements across project delivery workflows to increase efficiency and reduce cost overruns

Project Manager | Project Architect | Temple University — Philadelphia, PA

2023 – 2024

Delivered multiple concurrent institutional capital projects across Temple University's academic portfolio, operating as Lead Project Manager and primary documentation authority from Design Development through Construction Documents.

- Served as Lead Project Manager for the Ritter Annex Hall Lobby Renovation (750 sq. ft.) from DD through CD; coordinated CPM and GC for pricing, cost estimates, and contractor procurement
- Documented existing conditions and produced all proposed floor plans, RCPs, and construction detail sets in AutoCAD; created photorealistic renderings for client approval

- Managed the Carnell Hall Bursar's Office expansion (314 sq. ft.); coordinated interior designer, GC, and furniture vendor through construction completion
- Co-managed design and documentation of Temple University Center City Campus's exterior signage system across two building elevations; presented at city council reviews for approval
- Produced a multi-site housing development master plan across 7 sites projecting 3,462+ new beds in three phased deliveries (2027–2037); presented directly to university leadership

Operations Compliance Manager | Business Development | Utonix Nigeria Limited — Nigeria / United States

2015 – Present

Support operations, compliance, and business development for a West African wholesale distributor of skincare and hair care products, coordinating international logistics and distribution.

- Manage operations compliance across distribution and logistics workflows; identify inefficiencies and implement process improvements
- Coordinate international logistics for container shipments from the U.S. and other countries to Nigeria for regional distribution

ENTREPRENEURIAL HIGHLIGHTS

Founder + CEO, Red Remedy — Roxbury, MA |

2025–Present.

Built and operate a premium functional beverage brand from concept to commercial operations, with full oversight of production, B2B sales, supply chain, and brand strategy.

Owner + Principal, All Seasons Crew — Boston, MA |

2024–Present.

Founded a registered landscaping LLC; manage project scoping, client acquisition, vendor management, and crew development.

EDUCATION

Master of Architecture + Environmental Design — Temple University, Philadelphia, PA | 2019 – 2022

Bachelor of Science, Financial Accounting + Audit Practice — Covenant University, Nigeria | 2012 – 2016

Academic Achievement Award — Temple University

TECHNICAL SKILLS

Construction + PM: Procore, Microsoft Project, Bluebeam Revu, AutoCAD, Microsoft Office Suite

Design: SketchUp 3D, Rhino 3D, Revit, Adobe Photoshop, Illustrator, InDesign

Business: Notion, HubSpot CRM, Google Drive, Zoom, Microsoft Teams

Languages: English (Fluent), Igbo (Native)