

HUD MULTI_FAMILY CONSTRUCTION / COST Processing

DIANNE R. DURAND, CDT

6709 Glenbrook Drive / Knoxville, TN 37919 May 19, 2010

POSITION HUD CONSTRUCTION / COST ANALYST HUD QUALITY CONTROL
CONSTRUCTION / COST REVIEWER

CDT CERTIFICATION Successfully completed the **CONSTRUCTION DOCUMENTS TECHNOLOGY** examination, demonstrating knowledge of general conditions of the construction contract in common use and CSI recommended procedures for project manual organization as prescribed by the Certification Committee of The Construction Specifications Institute - July 1993.

APPRAISAL EDUCATION Successfully completed the course work and examinations in the following disciplines; 90 class hours of Principles of Appraisal Practice, 30 class hours in Principles of Capitalization, and 15 class hours in Uniform Standards of Professional Practice. - 1991

MAP Training Ft. Worth, TX, May 5, 2000 - Atlanta, GA, June 15, 2000 - Cleveland OH

MAP 3rd Party Training for Architectural and Cost Review
Baltimore, MD Ft. Worth, TX Sept. 18, 2002 Atlanta, GA January 30, 2003 Atlanta, GA August 19 & 20, 2003 Jacksonville, FL August 19 & 20, 2003 St. Louis, MO April 20, 2004 Greensboro, NC, "Tune-Up" Sept. 21 & 22, 2004

Code Training FL Building Code 2001; Rules & Regulation CILB 4860; FL Accessibility Code CILB 6447, 2003 International Building Code Seminar, May 24, 2004

EDUCATION Bachelor of Arts, Double Majors - Math and Biology
Queens College, Charlotte, N.C. - 1967

PROFESSIONAL EXPERIENCE

Fall of 2006 to present – Administrative General Partner for Black Oak Apartments, a 136 unit multi-family Apartment complex responsible for the management and supervision of a \$2,500,000 renovation of the complex built in 1979, along with the all staff, marketing and financial aspects of the property.

A/E & Cost Quality Control Reviewer

January 2006 to present – HUD Quality Control A/E & Cost Reviewer for Mortgagees across the county, charged with the responsibility of reviewing the A/E and Cost firm submission documents of over 500 various HUD projects, and report deficiencies within the A/E and Cost processing documents in accordance with MAP Appendix 2.

1991-Present - HUD Construction / Cost Analyst Construction / Cost services for construction development, specializing in performing the construction / cost review functions for multi-family housing under 221 (d)(3), 221 (d)(4), 223 (f), 232 NH, 232/223 (f) NH, 202, 811, and 241(a), new construction and substantial rehabilitation, mortgage insurance programs of the U.S. Department of Housing and Urban Development, through the Delegated Processing Program I and II, Technical Discipline Contracting, Small Purchases Contracting, Fast Track Programs and MAP in the following HUD Offices;

HUD MAP Construction / Cost Processing
Jacksonville, FL; Birmingham, AL; Buffalo, NY; Manchester, NH; Bangor, ME; Hartford, Ct.; Boston, MA; New Orleans, LA; Houston, TX; San Antonio, TX; Ft. Worth, TX; Atlanta, GA; Nashville, TN; Knoxville, TN; Newark, NJ; Columbus, OH; Cleveland, OH; Cincinnati, OH; Kansas City, KS; Buffalo, NY; Richmond, VA; Baltimore, MD; Greensboro, NC; Indianapolis, IN; Los Angeles, CA; Denver, CO; Chicago, IL; St. Louis, MO; Anchorage, AK, Seattle, WA

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