



Daniela Navarro

Sr. Associate

#### Education

New Jersey Institute of Technology  
– Master of Business  
Administration (MBA)

New Jersey Institute of Technology  
– Bachelor of Science in Civil  
Engineering

#### Certificates

10-hr OSHA certification

## PROFILE

Ms. Daniela Navarro joined Carlyle Development Services straight out of college as an executive assistant and has progressed from Project Manager to now a Sr Associate of Carlyle Advisors LLC, an extension arm to CDS. Daniela has gained experience in the development and management of high-end residential projects, commercial buildings and interior fit-out projects where she has exercised her talents.

## PROJECT EXPERIENCE

### **New Rochelle Armory rehabilitation**

Owner's Representation of a 16,000 SF Old armory building in need of a full restoration of the core and shell to make the building watertight and prevent further deterioration.

- Responsibilities included the procurement of various consultants and contractors
- Following MWBE guidelines
- Review of change orders, requisitions, tracking of cost reports and schedules.

### **AIP – 450 Lexington Ave, New York, NY**

Provided Owner's representation and Project management services for the gut renovation of a commercial interior space for a private equity firm.

- Responsibilities included working directly with client during pre-construction through construction and close out.

### **Bertelsmann, New York, NY**

Project Management of an interior commercial office fit-out

- Responsibilities included working directly with client defining scope of work, created RFP for both design and constructions teams, assessed their qualifications and established parameters for selection.
- Review of change orders, requisitions, tracking of cost reports and schedules.
- Assisted in the selection of services to be provided by consultants and contractors.

### **Millburn Tower 46, New York, NY**

Project Management of a 20,000sf high end commercial office fit-out for a hedge fund.

### **Hudson Gardens, 10<sup>th</sup> Ave, NY, NY – Residential**

- Responsibilities included working directly with client defining scope of work, created RFP for both design and constructions teams, assessed their qualifications and established parameters for selection.
- Assisted in the selection of services to be provided by consultants and contractors.

### **101 Pennsylvania Ave, Brooklyn, NY**

Owner's Representation for a 150,000 SF Class "A" Patient-Centered Medical Home facility.

- Some of our responsibilities included soliciting proposals from various consultants, contractors, and subcontractors.

### **CIM Group – 47 East 34<sup>th</sup> St, New York, NY**

Owner's Representative for \$67 million ground up development of 36-story, 110 unit combination of condominium and extended stay residences.

### **21 Old Town Crossing, Hamptons, NY Residence**

Client representation and project management services for a gut renovation of a \$1.8 million house in Southampton, NY.

- Responsibilities included working directly with client defining scope of work, created RFP for both design and constructions teams, assessed their qualifications and established parameters for selection.
- Review of change orders, requisitions, tracking of cost reports and schedules.
- Assisted in the selection of services to be provided by consultants and contractors.

