



Amelia Swart



Owner + Creative Director

*Amelia brings over 15 years of experience in the development industry. Her experience in construction, design, real estate, and marketing provide a well-versed resource to properly advise and produce successful residential and commercial developments for our valued partners.*

### Current Projects/ Clients:

#### Eden Gardens Resort

**Project Type:** Residential Subdivision/ Amenity Center

**Profile:** 200 Single Family Units and 144 Multi Family Units for short term rentals in the Reunion area.

**Services Provided:** Pre-Construction Owner’s Rep Services, Interior Design Package and Sales Center Set-Up, Marketing Content for Pre-construction sales

**Construction Value:** \$60M



#### Bennett Law Center

**Project Type:** Commercial

**Profile:** 8,000 Square Foot professional office space for an immigration law center.

**Services Provided:** Pre-Construction Owner’s Rep Services, Full Design Consultation, Real Estate/Commercial Leasing Services

**Construction Value:** \$2.5M



#### MBSI

**Project Type:** Various

**Profile:** Modular Building Manufacturer (Woman Owned)

**Services Provided:** Marketing (Ongoing Services)

**Construction Value:** Various



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## Career History

### Optima One Realty

**2016-Current**  
**Associate**

**Accomplishments:**

- Development of their commercial sales division
- Expansion of commercial leasing services
- Expanded or obtained regional accounts with developers and commercial market segments.

### Forefront Architecture & Engineering LLC

**2014-2020**  
**Marketing Director & Partner**

**Accomplishments:**

- Launch of the Interior Design Department and Studio
- Re-Branding of the corporation both internally and externally
- Successfully promoted a positive community image
- Expanded or obtained regional accounts with national builders
- Negotiated and developed contracts to increase cash flow turnaround and reduce liability.
- Development of strategies to obtain both government and private commercial market segments.
- Launch and implementation of an open book company culture, with an employee satisfaction rate of 95%

### LBB Engineering & Architecture

**2011-2014**  
**Office Manager**

**Responsibilities:**

- Management of the Administrative Department
- Management of Accounting functions
- Management of Human Resources functions
- Development and Maintenance of Marketing Collateral
- Various projects assigned by the CEO, CFO, and President

**Accomplishments:**

- Launch of a more efficient accounting software
- Implementation and standardization of budgeting
- Implementation and standardization of reporting and benchmarking
- Development of a new webpage and client extranet

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## Career History

### Reliant Building Products

2005-2010

*Assistant Comptroller*

#### Responsibilities:

- Management of the Administrative Department
- Management of Construction Accounting functions
- Management of Human Resources functions
- Various projects assigned by the CEO, and CFO

#### Accomplishments:

- Development of pre-employment screening and testing
- Implementation of a safety strategy resulting in reduction of injuries
- Development of commercial construction accounting procedures
- Development of a new inventory tracking resulting in reduction of theft and inventory overages.

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