

# Ruth Langford

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## PROFILE

Dynamic leader with fifteen year of results-oriented performance in the Construction Industry. Dedicated to planning and executing high caliber projects in a cost effective and timely manner. Demonstrated success in leading and mentoring teams to maximize efficiency while maintaining high levels of quality. Resourcefulness in developing innovative solutions to meet ever-changing business requirements. IT knowledge and training to rapidly adapt to emerging technologies.

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## CORE COMPETENCIES

- Project Management
- Leadership
- Due Diligence & Acquisition
- Budget Management
- Financial Analysis
- Process Improvement
- Written and Oral Communication
- Entitlement Processing
- Project Planning and Scheduling
- Land Development

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## PROFESSIONAL EXPERIENCE

***Langford Construction Management*** Sacramento, CA **02/01/15 - Present**  
**Owner**

- Planning and Construction Management for Custom Home Building
- Software Selection, Implementation and Management of paperless systems for Estimating, Bidding, Scheduling, Contracting, A/P, A/R, Option Selections and Client Communication for General Contractors
- Entitlement Processing including Tentative Maps, Building Plans, Permits, SWPPP Plans, Utility Applications and any jurisdictional approval required for Residential Construction projects
- Land Development Services

***Kinetic Partners*** Loomis, CA **02/14 – 01/15**  
**Director, Development**

- Work with Clients, Civil Engineer, Architect and Structural Engineer to develop grading and building plans for custom homes.
- Process and obtain HOA Design Review, City, County, Utility Companies and any other required jurisdictional approvals in order to begin construction activities.
- Work with Clients to obtain construction financing including coordination with appraisers, establish budget and specifications, and contract review for approval by underwriting.
- Budget and track all construction costs, change orders, bank draws, and Owner reporting throughout build cycle.
- Manage the contracting process with Subcontractors and including obtaining insurance certificates and lien releases.
- Internal cash flow management. Reporting and analyzing data for profitability.
- Communication with Clients on budgets and selections throughout the process.
- Established paperless system for contracts and invoicing. Implemented online scheduling, bidding and communication tool with subcontractors.

***Gai Kirkegaard Construction*** Sacramento, CA **06/13 – 02/14**  
**Project Manager**

- Work with Clients and Consultants to design product for custom homes and subdivisions. Process construction drawings for jurisdictional approvals. Bid and perform cost analysis for projects. Prepare schedules for construction.
- Oversee all financial operations including bidding, budget management, bookkeeping, cash flow analysis, proformas and feasibility for new business development.
- Project management for entitlement processing. Coordinate with Engineers, Landscape Architects, Architectural Designers and City Planners to obtain design review and tentative map approvals. Manage processing of utility applications and operations for implementation of new communities.
- Bid, evaluate and oversee all aspects of Land Development operations.

***Natomas Pacific Pathways Prep High School*** *Natomas, CA*

**08/10 – 6/13**

**Math Teacher**

- Developed Algebra curriculum based on a bench marking system aligned to the CA state standards. Improved tracking system for students to monitor and take accountability for assessing their own progress and success.
- Increased Star Testing scores for underperforming students to reach proficiency.
- Worked with administration to improve student scheduling process by introducing tools and methodologies for teachers, students and administrators to work together to reach academic goals.

***Shea Homes*** *Roseville, CA*

**06/06 – 01/09**

**Director of Community Development**

**Business Analyst**

- Worked closely with department heads to automate processes and set up paperless systems for interdepartmental communication. Designed budget tracking system for clear and accurate reporting to Accounting department.
- Diligently managed new community openings and home starts process to meet inventory targets.
- Set up Homes Owner's Association for large condo project. Served as President for of the board, ran member meetings and worked with the management company to oversee day to day operations.
- Defined business process flows and configured system for automated purchase order system. Provided hands-on training and technical support for end users.
- Coordinated with Operations and Regional Purchasing departments to define business requirements for subcontractor communication. Successfully implemented on-line bidding system and upgraded website to utilize WebDav system to increase efficiency for posting data.

***Morrison Homes*** *Folsom, CA*

**Land Manager**

**06/04 – 06/06**

**Project Manager, Land Resources**

**07/00 – 06/04**

- Developed and implemented training programs for Land team. Built and fostered teamwork both within the department and throughout the organization.
- Recruited, trained and mentored Land Development team including 2 Project Managers, 3 Land Analysts and Land Administrator.
- Prepared trade specific bid packages. Evaluated and quantified bid results. Selected subcontractors and negotiated contracts. Scheduled all trades and tracked progress. Monitored day to day field operations.
- Obtained jurisdictional approvals for final map, improvement plans and design review. Monitored DRE processing and set up of home owner associations. Obtain models, first production and sales trailer permits. Processed applications with utility companies.
- Prepared cash flow reporting. Processed contract invoicing. Managed overall budget for project completion. Tracked fee credits and reimbursements.
- Successfully managed 35 projects including over 3400 lots with total development budgets of \$110M.
- Performed financial feasibility studies for new land acquisitions. Prepared budgets, project schedules, and financial proformas. Assisted in the acquisition of 27 projects.

***M.S. Browar Development*** *San Diego, CA*

## **Assistant Controller**

**02/99 - 4/00**

- Responsible for billing, cost analysis and invoice tracking for maintenance department.
- Successfully managed accounts receivable. Performed multiple job duties in an organized and accurate manner.
- Worked part time while successfully completing 18 units of upper division college courses.

## **Highland Management** *Roseville, CA*

### **Office Manager**

**08/95 - 08/98**

- Effectively communicated in training and supervision of office employees as well as processing of payroll, workers' compensation and health care benefits.
- Responsible for bookkeeping, A/P, A/R, maintenance tracking, and asset management for 11 apartments and 100 single family homes. 1997 Employee of the Year

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## **EDUCATION**

### **Teaching Credential – Mathematics, Home Economics, Business, August 2010**

Chapman University, Roseville, California

### **Bachelor of Science Business Administration - Information Systems, May 2000**

San Diego State University, San Diego, California

Facilitator Course for 7 Habits of Highly Effective People

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## **TECHNICAL SKILLS**

Adobe Professional, BuilderTrend, BuildTools, Buyer Application, Community Management System (CMS), Dreamweaver, JD Edwards - EnterpriseOne, Infoburst, Informatica, MS Office (Access, Excel, FrontPage, Outlook, Project, PowerPoint), Quicken, Quick Books, Perseus, PO Print, PowerTeacher, SAP, Snag-It, Stellent, TracTime, Yardi