

**To:** Rich Kahn [REDACTED]  
**From:** [REDACTED]  
**Sent:** Tue 7/10/2018 9:51:57 PM  
**Subject:** Re: Kyle Interview in NYC for Project Manager role at LSJ

Rich, Can Kyle come see Jeffrey on Thursday at 11am?

On Jul 10, 2018, at 4:42 PM, Richard Kahn [REDACTED] > wrote:

please advise on best timing for jee meeting on thursday with kyle  
thank you

Richard Kahn  
HBRK Associates Inc.  
575 Lexington Avenue 4th Floor  
New York, NY 10022  
[REDACTED]

Begin forwarded message:

**From:** "jeffrey E." <[jeevacation@gmail.com](mailto:jeevacation@gmail.com)>  
**Subject:** Re: Kyle Interview in NYC for Project Manager  
role at LSJ  
**Date:** July 10, 2018 at 1:51:50 PM EDT  
**To:** Richard Kahn <[richard.kahn@hbrk.com](mailto:richard.kahn@hbrk.com)>

Ok

On Tue, Jul 10, 2018 at 1:40 PM Richard Kahn <[richard.kahn@hbrk.com](mailto:richard.kahn@hbrk.com)>  
wrote:

kyle is Jay's new hire that will be moving down to USVI late july  
early august  
i reviewed his linked in pages shows probably more appropriate  
construction knowledge and has military background (looks young..)  
i believe Jay mentioned he will be earning \$35-\$40 per hour which is  
\$70-80k annualized before Jay markup..

he is available to meet Thursday in NYC  
please advise on best timing  
thank you

<https://www.linkedin.com/in/kyle-reavis-a0a29b69/>

attached is what i found on linked in..

Kyle Reavis

## **Kyle Reavis**

**Sr. Project Superintendent (NYC DOB Licensed) at SkyStone Group**

**New York, New York**

SKYSTONE GROUP LLC Virginia Military Institute See contact info See contact info

See connections (500+) 500+ connections

To provide management oversight for all phases of the construction project, including coordinating workers, material, and equipment, ensuring that specifications are being followed, and work is proceeding on schedule and within budget.

### **ESSENTIAL FUNCTIONS:**

Develops a cost-effective plan and schedule for completion of project following a logical pattern for utilization of resources.

Selects and coordinates work of subcontractors working on various phases of the project.

Oversees performance of all trade contractors and reviews architectural and engineering drawings to make sure that all specifications and regulations are being followed.

Is responsible for proper administration of construction contracts and for obtaining all necessary permits and licenses.

Supervises assistant managers, reviews their reports, checks on any reported difficulties, and corrects any safety violations or other reported deficiencies.

Tracks and controls construction schedule and associated costs to achieve completion of project

**Get the LinkedIn app and see more profiles like Kyle's anytime, anywhere**



Kyle Reavis

Sr. Project Super...

## Kyle's Articles

767 followers

# Check out my current Project in the DFW area.

[Kyle Reavis on LinkedIn](#)

[Publish date January 17, 2016](#) [January 17, 2016](#)

[See all articles](#)

## Experience

- [Sr. Project Superintendent \(NYC DOB Licensed\)](#)

[Company Name SKYSTONE GROUP LLC](#)

[Dates Employed Feb 2018 – Present](#)

[Employment Duration 6 mos](#)

[Location Greater New York City Area](#)

Essential Functions / Major Responsibilities:

- Schedule subcontractors, consultants, and vendors in critical path to ensure timely completion.
- Perform quality control duties and responsibilities regarding the work being performed.
- Communicate with project team regarding ASI's, RFI's, and Material Submittals.
- Ensure that subcontractor is fully executing and complying with his contracted scope of work.
- Coordinate required inspections with local jurisdictions.
- Identify subcontractor non-compliance with safety, health, and environmental quality standards.
- Identify conflicts in construction progress and communicate them to project team for resolution.
- Maintain daily log (written) of activities on the jobsite.
- Perform Superintendent duties at multiple job sites, simultaneously.
- Ensure subcontractor has corrected all deficiencies identified by project team.
- Walk all units on project daily to monitor activities and assist in future planning.
- Preside over weekly subcontractor meetings designed to coordinate the work.

- Issue notices of non-compliance to subcontractors in regards to quality of work or scheduling.
- Ensure that the job site is always kept in a clean and organized manner.
- Perform job progress and completion punch list identification and completion.

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### Project Manager

Company Name SKYSTONE GROUP LLC

Dates Employed Aug 2017 – Present

Employment Duration 1 yr

Location New

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### Lead Project Engineer

Company Name Hill and Wilkinson

Dates Employed Jun 2015 – Present

Employment Duration 3 yrs 2 mos

Location Dallas/Fort Worth Area

- Handled all PCO's, OCO's, Submittals, RFI's, along with leading the OAC meetings
- Reviewed all subcontractor CO's, bill for time, and material procurement schedules
- Supported the Project Manager functions such as monthly profit forecasts
- Assisted in ensuring that all documentation meets internal standards, procedures & specifications
- Ensured good, transparent and effective reporting & documentation
- Delivered all documents in a timely manner so that progress can be fully communicated
- Guaranteed supplier's drawings were controlled
- Liaised with the Site Interface Manager and Site Manager for site project documentations
- Delivered assistance to Project Managers in project schedule development
- Assisted in profit projections, budgeting, and income stream management
- Managed subcontractors performing construction support services
- Served as site supervisor of large-sized design projects

- Gave comprehensive field data & site leadership for existing major projects and clients
- Reviewed & provided input to scopes of work & specifications for procurement support
- Demonstrated ability to make photo documentations, schedule progression and contractor coordination
- 

### Assistant Project Manager

Company Name SKYSTONE GROUP LLC

Dates Employed Aug 2014 – Jul 2015

Employment Duration 1 yr

Location Greater New York City Area

Junior Project Manager, November 2014-Present

- Coordinate and enforce Subcontractors and Vendors scope of work.
- Attend Construction, monthly and quarterly meetings.
- Interact daily with various departments of company, subcontractors, customers, and city inspectors.
- Developed and updated of the CPM Construction Schedule
- Managed the development of the Subcontracts and Purchase Orders
- Analyze and monitor job costs and maintain accurate reports
- Manage and be responsible for processing and tracking the monthly Owner Payment Application
- Tracked, reviewed, and processed Change Proposal Requests, Change Orders and, if applicable, claims
- Conducted walk throughs with sub-contractors, receiving bids prices
- Reviewed, negotiated, and accepted bid offers from sub-contractors

Assistant Project Manager, August 2014 - November 2014

- Analyzed and completed the Project Profit Projection Reports
- Prepared reports and analyzing and estimate the labor costs.
- Established, maintained, and lead the on-site Total Quality Management process
- Managed the preparation and execution of the Project closeout process
- Coordinated meetings with architects, submitted RFI documents to the firms
- Worked on Projects ranging from Modular hotel construction, hotel renovation, to residential renovations

### Office of Foreign Assets Control

Company Name U.S. Department of the Treasury

Dates Employed Apr 2014 – Aug 2014

Employment Duration 5 mos

Location Washington D.C. Metro Area

- Investigated suspected violators of Narcotics trade, Terrorism financing, and many other sanction programs in order to make sure Banks were in compliance with the US Governments laws, rules, and regulations
- Provided licensing policy and regulatory information and advice, by telephone or letter, to financial institutions, members of the public, corporations, U.S. government agencies, and foreign government officials who submit inquiries.
- Reviewed proposed new regulations and interpretations pertaining to economic sanctions and provides assistance in their drafting as required.
- Made determinations on over 75 cases that were sent from financial institutions Compliance Offices involving blocked funds, amounting over 1.6 million dollars
- Worked in liaison with banks AML services, such as Citi Bank, Wells Fargo, JP Morgan Chase Co., and also with International banks and individuals to make determinations on whether to hold, block, or freeze funds
- During my investigations of money laundering, SDN individuals or entities, I worked with the enforcement, office of global targeting, and legal counsel, in order to make an determination on the case

Actively Pursuing CAMs certificate, member of ACAMs organization

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Class of 2014 Class Officer

Company Name Virginia Military Institute

Dates Employed Apr 2011 – May 2014

Employment Duration 3 yrs 2 mos

Location Lexington Va

As a VMI Class historian it is my job to oversee all room assignments in barracks, upholding of cadet standards, and leading the class in its years through VMI.

## **Education**

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**Virginia Military Institute**

Degree Name Bachelor of Arts (B.A.)

Field Of Study International/Global Studies

Dates attended or expected graduation 2010 – 2014

Activities and Societies: Kappa Alpha

**Skills & Endorsements**

**1. Team Leadership**

See 14 endorsements for Team Leadership 14



Endorsed by 4 of Kyle's colleagues at Virginia Military Institute

**2. Leadership Development**

See 10 endorsements for Leadership Development 10



Endorsed by 2 of Kyle's colleagues at Virginia Military Institute

**3. Microsoft Excel**

See 9 endorsements for Microsoft Excel 9



Endorsed by 2 of Kyle's colleagues at Virginia Military Institute

Richard Kahn

HBRK Associates Inc.  
575 Lexington Avenue 4th Floor  
New York, NY 10022  
1212-271-1206  
[REDACTED]

Begin forwarded message:

**From:** Kyle Reavis <[REDACTED]>  
**Subject: Re: meeting**  
**Date:** July 10, 2018 at 1:11:11 PM EDT  
**To:** Richard Kahn <[REDACTED]>  
**Cc:** Jay Knoepfel <[REDACTED]>

Good Afternoon Richard,

Tomorrow I have a few other meetings onsite (6th Ave and 30th), so Thursday is best for me. Please let me know what time you would like to meet Thursday and I will make sure I am available. I look forward to working with you. Thanks!

Very Respectfully,

Kyle W. Reavis

On Tuesday, July 10, 2018, 12:18:50 PM EDT, Richard Kahn  
[REDACTED] wrote:

kyle  
i am a client of Jay's in USVI and was wondering if you can meet in NYC tomorrow so we can review some of our USVI projects that JPK will be working on...

please advise on your availability for wednesday july 11th or thursday july 12th  
thank you

Richard Kahn  
HBRK Associates Inc.  
575 Lexington Avenue 4th Floor  
New York, NY 10022  
[REDACTED]

Begin forwarded message:

**From:** Jay Knoepfel  
[REDACTED]  
**Subject:** Fwd: Kyle Reavis  
Information  
**Date:** June 28, 2018 at 12:29:22  
PM EDT  
**To:** Richard Kahn  
[REDACTED]

Here is our employee that may work as a project manager for you  
Sent from my iPhone

Begin forwarded message:

**From:** Kyle Reavis  
[REDACTED]@o.c  
[REDACTED]

**Date:** June 28, 2018 at 8:58:48 AM AST  
**To:** Jay Knoepfel [REDACTED]  
**Subject:** Kyle Reavis Information

Good Morning Jay,

Please see my attached resume along with my Skype contact information. Also here is a link to my information for my high-rise (major building) superintendent license, I have found clients link to see things like this. Please let me know when / if the client would like to Skype or hop on a call. I will be ready to start work on the 30th of July and will be flying down the week prior. Thanks!

Very Respectfully,

Kyle W. Reavis

Link: [Superintendent of Construction Details](#)



**Superintendent  
of  
Construction  
Details**

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please note

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