

Vince Muia, MBA

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PROFESSIONAL SUMMARY

Consultant, Project Manager, Higher Education Educator, and proven leader with nearly 20 years of experience in Collegiate Athletics, Professional Sports, Business Operations/Development, and Project Management. Gaining valuable transferable skills in relationship building, strategic planning, and cross-functional collaboration. Strong track record of quickly learning and adapting to new and complex situations. Eager to leverage a diverse range of talents in a new and engaging professional setting. Committed to lifelong learning and professional/personal development.

SKILLS

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|-----------------------|----------------------------------|----------------------|
| ✓ Adaptability | ✓ Cross-functional Collaboration | ✓ Capital Budgets |
| ✓ Report Generation | ✓ Budget Management | ✓ Capital Projects |
| ✓ Data Analytics | ✓ Advanced Excel | ✓ Vendor Management |
| ✓ Problem Solving | ✓ CRM systems | ✓ Strategic Planning |
| ✓ Contract Management | ✓ Workday, ADP, BOSS | ✓ Procurement |

EDUCATION

Florida Atlantic University **Boca Raton, FL**
Master of Business Administration

University of Georgia **Athens, GA**
Master of Science, Agricultural Leadership, Education & Communications

University of Georgia **Athens, GA**
Bachelor of Science, Agronomy

Teaching Experience

Florida Atlantic University – College of Business **Boca Raton, FL**
Adjunct Professor – SPB 3003 – Sport Administration 01/2020 – Present

WORK EXPERIENCE

Accenture – Infrastructure and Capital Projects **05/2023 – Present**
Project Manager – Capital Project Planning *South FL*

- Capital Planning for Higher Education, Sport/Athletics, K-12 (public and private)
- Establish and cultivate new and existing customer relationships in Higher Education, Sport/Athletics
- Develop new business opportunities in the local landscape and professional sport markets
- Facilitate project development with entities striving for state-of-the-art sport facilities
- Collaborate in creating proposals for projects \$5-50 million for K-12, Higher Education, Collegiate and Professional Sports

Miami FC | Anser Advisory | Ballpark Maintenance, Inc. | DynaServ FL | FIU **01/2017 – Present**
Sports Operations, Turf, and Facilities Consulting (1099) *Miami-Dade County, FL*

- Establish and manage comprehensive maintenance programs and renovation projects for athletic fields
- Gather bids and prepare pricing for projects up to \$450K throughout South Florida
- Advise clients on potential material pricing changes and offer support to provide strategic plans within budget expectations

Heritage Professional Products Group **09/2023 – 09/2024**
Territory Manager *Southeast, FL*

- Establish and cultivate new and existing customer relationships
- Develop new business opportunities in the local landscape and professional turf market
- Collaborate with inside sales support team and vendors to promote products and services
- Create and execute a detailed annual sales plan
- Support branch operations to ensure the highest levels of customer service are met on an ongoing basis

DynaServ FL*Municipalities Account Manager***05/2021 – 07/2023***Broward County, FL*

- Management of Five accounts totaling \$11 million in contracts
- Financial forecasting and management to evaluate risk and ensure profitability
- KPI development and monitoring (variable per client) to assess and enhance contractual performance
- Ongoing business operations including weekly stakeholder meetings, client touchpoints, hurricane prep planning, invoicing, strategic planning with zoned implementation
- Create bids to increase revenue and expand contractual footprint with existing clients (approx. \$350K-\$800K/yr)
- Business Development: Create marketing items to engage potential clients and respond to RFP requests
- Team Management (125+): Employee Scheduling, Payroll Review, and Approval, Assignments, Coaching

Lowe's Home Improvement*Sales Associate/Intl Sales & Export Professional***04/2020 – 04/2023***Fort Lauderdale, FL*

- Business development between domestic and international contractors
- Build personal relationships with international contractors to facilitate orders and ensure shipment accuracy
- Client retention through systematic maintenance of order completion, needs anticipation, expectation management, and appropriate logistics based on clients' needs/preferences
- Utilization of a tickler system for prospective domestic clients and international contractors

Florida Atlantic University*Graduate Assistant – Administration/Development, Athletics***05/2018 – 01/2020***Boca Raton, FL*

- Position split 50/50 between Donor Development and Athletic Administration
- Develop and implement an annual strategic plan for 19 collegiate sports with an aggregate budget of \$31 million
- Establish core values and yearly mission statement through inter-departmental/sports collaboration to align fundraising objectives
- Representative of the Athletic Department during home athletic events, as well as donor and community events
- Relationship building with annual fund and major gift donors in addition to the FAU Board of Trustees
- Generate and management of projects to bring in additional donors through community outreach, offering premium services, special events, personal touches, and internal athletic staff training
 - Project Management of Schmidt Family Complex for Academic and Athletic Excellence
 - Onboarding of 17 new athletic staff

The University of Georgia | University of Miami | City of Miami Beach*Athletics and Facilities Management***01/2010 – 02/2017***Miami, FL | Athens, GA*

- Capital Projects management included - a new track complex, football field renovations (3), baseball weight room, tennis courts
- Managed all aspects of Division 1 sports fields and athletic grounds for The University of Miami Athletic Department
- Worked in conjunction with Athletics staff in event setup, game operations, and project work
- Assisted the facilities staff with planning and budgeting for future use and events; Provide support for all off-campus sporting events in multiple locations
- Collaborated with multiple departments within the Athletic Department to ensure facilities were ready and safe for coaches and student-athletes
- Capital Project management for new facilities: Tennis courts, football and soccer fields, track and field complex
- Management on all D-1 sports fields, as well as practice fields
- Hosting SEC as well as NCAA Championships
- Facilities and Event management collaboration to set up and breakdown events