

RESUME

GERARDO PENA

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SUMMARY

Operations professional with expertise in systems thinking, circular economy frameworks, and high performance environments. Leveraging a strong background in LEED compliance, project oversight, and front line leadership to design and implement closed-loop workflows that eliminate friction and maximize resource efficiency. Proven ability to translate complex sustainability goals into tangible daily operations, ensuring quality control, team adoption, and continuous improvement.

SKILLS

- Operational Management.
- Technical Precision.
- Sustainability & Compliance.
- Strategic Communication.
- Analytical Problem Solving.
- Organizational Excellence.

LANGUAGES

Spanish, English.

CREDENTIALS

LEED AP Building Design+Construction.

U.S. Green building Council.

Issued Jun 2020 Expires Jun 2028

Credential ID 11264444-AP-BD+C

FOODSAFE Level 1

Vancouver Coastal Health

Valid until: March 26, 2029

EXPERIENCE

Operations Key Leader

Rosemary Rocksalt Lonsdale - Vancouver, BC

July 2023 – Present

Responsibilities:

1. **Process Optimization & SOP Implementation:** Developed and integrated closed-loop operational workflows and standardized daily checklists (Operational Playbook), significantly reducing task completion times and minimizing operational friction during high-volume production cycles
2. **Quality Assurance & System Audits:** Supervised daily operations and production standards, ensuring strict adherence to quality control and safety compliance through continuous monitoring and workflow adjustments.
3. **Team Collaboration & Leadership:** Led cross-functional teams in a fast-paced environment, fostering a culture of collaboration and high-performance customer service. Actively coached staff on new operational systems to ensure seamless adoption.
4. **Resource & Waste Management:** Monitored inventory logistics and material flow, identifying bottlenecks and implementing efficiency strategies to reduce waste and optimize daily resource consumption.

Sustainability & Project Coordinator

MC Consorcio de Ingenieria - Mexico, Mexico City

May 2021 to May 2022

Responsibilities:

1. **Operational Implementation:** Directed on-site construction operations to ensure full alignment with LEED (BD+C) certification standards, translating complex environmental metrics into actionable workflows for cross-functional contractor teams.
2. **Metabolic & Resource Tracking:** Executed rigorous site audits and established resource-tracking frameworks (metabolic blueprints) to eliminate waste, optimize material flow, and ensure strict compliance with project timelines and budgets.
3. **Stakeholder Alignment:** Acted as the primary operational liaison between contractors, clients, and consultants to integrate sustainable systems without compromising field efficiency.

Project Consultant – Sustainability

Revitaliza Consultores, Mexico, Mexico City

February 2021 to May 2021

Responsibilities:

1. **Systems Design & Strategy:** Advised stakeholders on high-level sustainability strategies, designing and implementing tailored operational rules to achieve energy efficiency and Net Positive environmental goals.
2. **Data & Workflow Management:** Managed complex technical data submissions for the GBCI, streamlining reporting processes to ensure accuracy in material selection and energy metrics.

Sustainability Field Supervisor

IDEA consultoria, Mexico, Zapopan Jalisco.

December 2020 to February 2021 Full Time

Responsibilities:

1. **Process Training & Adoption:** Trained front-line personnel on standardized environmental protocols (SOPs), minimizing operational friction and maximizing sustainable material retention during active construction phases.
2. **Quality Control:** Verified sustainable material usage and waste management procedures through systematic on-site audits, resolving real-time technical conflicts.

Technical Documentation Specialist (Sustainability)

CSO Consultoria Sustentable Orendain, Mexico, Zapopan Jalisco.

Mayo 2019 to March 2020 Full Time

Responsibilities:

1. **Workflow Optimization:** Engineered standardized reporting templates and automated data processes that significantly improved workflow efficiency and reduced processing time for complex environmental submissions.

LEED Responsible.

Grupo Baysa, Mexico, Mexico city.

October 2018 to January 2019 Full Time

Responsibilities:

1. **Material Flow Management:** Coordinated with supply chain partners to source high-fidelity materials, ensuring strict adherence to circularity and environmental benchmarks for major infrastructure operations (Mexico City Airport)

Volunteer Worker.

(RE) CREO, Mexico, Mexico city.

April 2018 to October 2018 Part time

1. **Sustainable Design, environmental communication.**

Professional Practices.

SUEMA, Mexico, Mexico city.

October 2017 to April 2018 Full time

1. **Community Engagement, Visual Communication, Reporting & Analysis.**

EDUCATION

Certificate.

Digital International Building with Energy Efficiency and Adaptive Comfort.

National Autonomous University of Mexico.

March 2022 to June 2022.

Bachelor's Degree.

Industrial Designer.

National Autonomous University of Mexico.

August 2014 to May 2018.

Introductory Training in Architecture.

National Autonomous University of Mexico. August 2011 to May 2012.