



## Amanda M. Flores

Senior Permit Coordinator

Protection Development, Inc. (PDI)  
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### Professional Experience

2019 – Present  
Protection Development, Inc.  
San Antonio, Texas

2014 – 2019  
Benson Enterprises  
San Antonio, Texas

2012 – 2012  
Kids R Kids Learning Academy  
San Antonio, Texas

During her executive secretarial and administrative career, Ms. Flores has proven herself to be a professional with an exemplary work ethic and outstanding communication skills. In the fast-paced, mission-critical environment of the PDI Permitting Department, her attention to detail, time management and organizational skills are greatly valued. Ms. Flores's clients appreciate her focus and proactive handling of their permitting process and her skill as their liaison with City and County officials. She is known for her knack for multi-tasking while achieving measurable results on even the most difficult projects.

Ms. Flores has experience in researching historical permits, obtaining Certificates of Occupancy, retrieving plan review and inspection status, and routing plans for commercial and residential review, as well as processing new permit application submittals.

Even before a project is submitted to the authority having jurisdiction for plan review, Ms. Flores will educate the design team as to what documents must be submitted, common plan review denials, and what to expect during the permit review. Throughout each day, she is updating project teams on the status of reviews, communicating regarding revisions and clarifications, and coordinating resubmittal documents. Ms. Flores is an essential part of the project team and responsibly guides each project through the permit process.

Ms. Flores is also adept at assisting the project team with integrating the permit process in their project schedules and consulting to ensure that a reasonable permit timeline is included. Additionally, she provides recommendations on the path forward for the specific type of permit submittal, schedules meetings with authority having jurisdiction staff, and provides overall coordination to ensure the process remains focused and efficient.

Even after permit is issued for construction, Ms. Flores remains available to assist the general contractor and subcontractors with application for trade permits, scheduling inspections, approval for temporary occupancy, and close-out documentation necessary for a Certificate of Occupancy. She is adept at balancing the client's needs with the jurisdiction's policies which facilitates the turnover of the facility to the owner/tenant.

### Project Experience & Skills

- Multiple projects at The Pearl, San Antonio, Texas  
*Paper Boy, Samuel's Glass Market, Pearl Stable Hall + Biergarten, Boehler's, Ladino, Elmira Apartments, Pearl Parlor, Full Goods Park*
- Palo Alto College Welcome Center, San Antonio, Texas
- Amerivet at Energy Plaza South, San Antonio, Texas
- VIA Paratransit Operations and Maintenance Facility, San Antonio, Texas
- 7600 Broadway Development, San Antonio, Texas
- CPS Energy Headquarters, San Antonio, Texas
- SAIA Shop Remodels, San Antonio, Texas
- *Adinas Market, Beercode, City Point 24/7, Smoke Shack, Local Coffee, Boss Bagels, The Luxury, Sip Brew, Spurs Shop*