

ANTONIA VARGELETIS

PROJECT MANAGER / PROJECT COORDINATOR

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ANTONIA.VARGELETIS@APERTURELLC.COM

LICENSES & CERTIFICATIONS

OSHA 10, OSHA 30, OSHA 40

MA Licensed Construction Supervisor (CSL), 2020

MA Licensed Home Improvement Contractor (HIC), 2018

MA Licensed Real Estate Broker, 2023

MA Licensed Realtor, 2016

Hot Works Certified

Asbestos Certificate

Deleading Certificate

FPPM Certified

Certified Small Business: WBE, MBE, WOSB, AABE, EDWOSB, SD

Antonia Vargeletis has more than a decade of experience in construction operations, forensic coordination, and technical documentation analysis across commercial, and residential projects. Her experience includes schedules, contracts, submittals, drawings, RFIs, change orders, and pay applications to support factual development and reporting.

She is an operations-focused construction project management professional with field experience delivering commercial and residential projects ranging from $430K to $400M. She has a strong command of field operations, project controls, and quality systems, with experience across the project lifecycle—from planning and preconstruction through execution, closeout, and post-completion analysis.

She is experienced in construction operations technology, including Procore, SAP Business One, SmoothLink, and dispatch/scheduling systems to improve workflow efficiency, data integrity, and accountability. She develops QA/QC programs, documentation standards, and reporting frameworks that support compliance, reduce rework, and enhance project execution.

Mrs. Vargeletis is experienced in subcontractor management, including scope development, prequalification, performance tracking, and coordination across multiple job sites and regions. She collaborates effectively with owners, consultants, inspectors, city officials, and community stakeholders, with experience navigating permitting, safety, planning, and procurement requirements.

Expertise includes, but not limited to, the following:

- Project Management
- Quality Control
- Scheduling and Project Controls
- Roofing and Building Envelope Systems
- Commercial and Residential Construction
- Construction Documentation Analysis
- Field Operations
- Safety and Compliance

WORK EXPERIENCE

Aperture, LLC (Formerly CCA, Construction Consulting Associates, LLC), Boston, MA, January 2026 – Present, Project Manager / Project Coordinator
Supports forensic construction investigations and technical review of project documentation. Responsibilities include examining contracts, schedules, correspondence, and design submittals; assisting with delay evaluation and timeline reconstruction using baseline and records; and developing cost analysis for disputed scope, overruns, and change-related or construction defect impacts. Prepares organized summaries and exhibits, reviews construction means and methods.

NOT FOR EXPERT DESIGNATION

Haycon Inc, Boston MA, 2024 - 2025 – Present, Project Manager
Managed the $18M Salem FW–DER Deep Energy Retrofit project, coordinating subcontractors, schedule compliance, and field operations. Developed Procore templates to standardize documentation, created site-specific safety plans and CMPs, supported subcontractor performance tracking, and corrected financial reporting discrepancies through structured data-transfer processes. Worked with city officials, DEI partner organizations, and internal leadership on permitting, compliance, workforce outreach, and operational improvements.

Commodore Builders, Newton, MA, 2022 - 2024

- Quality Assurance / Quality Control Manager, 2023 - 2024
- Assistant Project Manager /Superintendent, 2022 - 2023

Supported project management and site coordination on projects valued up to $400M. Work included tracking RFIs and submittals, monitoring schedules, documenting OAC and subcontractor meetings, enforcing safety protocols, assisting with procurement, and maintaining detailed project records through Procore.

Greenwood Industries, Worcester, MA, 2021 – 2022, Superintendent
Oversaw multi-site roofing and building envelope projects valued up to $8M. Coordinated labor, logistics, shop drawings, and inspections; produced estimates; ensured compliance with project requirements; and managed day-to-day field activity.

We Fix It Renovate Owner, Leominster, MA, 2018 – 2024, General Contractor
Managed residential remodeling and investor-focused rehabilitation projects. Responsibilities included scope development, budgeting, scheduling, permitting, inspections, subcontractor oversight, and client communication. Maintained OSHA-compliant sites and delivered concurrent projects across multiple locations.

REPRESENTATIVE PROJECT EXPERIENCE - PARTIAL LISTING

Salem FW–DER Deep Energy Retrofit — Salem, MA: ($18M) Project management, scheduling, documentation standardization, safety planning, and compliance coordination.

Large-Scale Commercial Program: Worked on projects up to $400M, including schedule coordination, RFI/submittal tracking, and field safety monitoring.

Multi-Site Roofing and Envelope Projects: Oversight of labor, logistics, inspections, and estimating projects up to $8M per site.

Residential Renovation & Rehabilitation Portfolio: Scope development, budgeting, permitting, and multi-site management for investor-focused and owner-occupied projects.

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