

GARY J. ERRICO

gerrico@gmail.com
720-552-1917

EMPLOYMENT HISTORY

PRODUCTION WORKER (TEMP-6 WEEKS)

SIERRA APPLIED SCIENCES, BOULDER, CO

2014

- Cleaned and prepared cathodes for assembly
- Assisted with assembly tasks as directed

ASSISTANT CONSTRUCTION MANAGER

ZAC MURTHA CUSTOM HOMES, SPRING, TX

2012 - 2013

- Developed and maintained customer and contractor relations
- Coordinated construction tasks and schedules
- Addressed all residential warranty obligations, guarantying complete customer satisfaction

OWNER / OPERATOR

GE DESIGNS - SPRING, TX

2008 - 2012

- Performed residential remodeling and carpentry services to customer satisfaction
- Provided design consultation to clients
- Managed all administrative and financial responsibilities of the business

ASSISTANT WEBSITE ADMINISTRATOR

RNK INNOVATIONS - SPRING, TX

2008

- Updated content and maintained company website
- Provided desktop support and graphic software support for small office
- Performed Search Engine Optimization tasks as directed

GRAPHIC DESIGNER (TEMPORARY)

CORRPRO - HOUSTON, TX

2007

- Created and designed illustrations for large catalog project
- Designed promotional materials for marketing purposes
- Met all time schedules and quality standards

TECHNICAL SUPPORT ENGINEER

NOVELL - WALTHAM, MA

1999-2006

- Provided technical guidance and software support to a client base of software application developers
- Level 2 Escalation Engineer and primary point of contact for Enterprise customers
- Improved customer knowledge base by creating technical documentation
- Member of 24-hour Emergency Team, providing support for server down issues

EDUCATION

Bachelor of Science in Business Administration and Management

UNIVERSITY OF MASSACHUSETTS - LOWELL, MA

Associates Degree in Graphic Design & Multimedia

Westwood College - Houston, TX

PROFESSIONAL CERTIFICATION & CONTINUING EDUCATION

CompTIA A+ Certification

TechSkills - Houston, TX