

Career Objective

Qualifications

Extensive knowledge of both commercial and residential building and restoration
Proven manager of both large and small scale projects
Outstanding organizational, multitasking, and problem-solving skills

Professional Experience

05/2004 – Present - Meister Flooring, Kansas City, KS

Owner/Project Manager

- Developed and maintained relationships with key clientele
- Awarded 95 percent of all propose bids
- Averaged \$3,000 per proposal

01/2004 – 12/2007 – PICERNE/Army Corp. of Engineers, Fort Riley, KS

Project Manager – Hardwood Restoration Projects

- Supervised flooring restoration projects on historic military homes
- Coordinated projects within restricted time lines
- Organized and consolidated work teams to handle multiple tasks efficiently
- Managed personnel and equipment in for resourceful completion assignments

11/2003 – 12/2006 – United States Army Reserves

Medical Logistics Specialist (91J)

- Performed inventory and financial management procedures, including ordering, receiving and storing supplies
- Supervised inventory management, storage and preservation
- Performed quality control, property management and repairs
- Transported and moved stock using equipment such as forklifts and hand trucks

02/2003 – 01/2004 – Kenny's Tile and Hardwood Flooring

Apprentice – Tile Setter

- Performed maintenance and accountability of equipment
- Laid tile under the guidance of master-tile layer
- Worked under the supervision of Floor technicians

04/2002 – 02/2003 – Hardwood Flooring Restoring Company

Crew Leader / Apprentice

- Laid, restored, and refinished hardwood flooring
- Conducted equipment maintenance
- Advised team for efficient completion of work

Education

Army Advances Training – 2004 Medical Logistics

Army Basic Training – 2004

Blue Valley North – 2002