

Steven F Wozniak
106 Elsmere Avenue
Delmar NY 12054
(315) 836 7649 / buffalo_sw@hotmail.com

Objective:

To obtain a position that will allow my assets to contribute to the efficiency & profitability of the company.

Key Qualifications:

- * Ability to work independently and institute creative improvement that allows better management work flow.
- * Self-motivated – experience in instituting and conducting all phases of management procedures.
- * Progressive development of excellent interpersonal and communication skills.
- * Demonstrate record of high performance standards, including attention to schedules, deadlines, budgets, and overall quality of work.

Professional Background:

01/2014 – 12/2014

Project Manager – Selby & Smith

Managed day to day operational aspects of the project. Responsible for numerous projects at Global Foundries through multiple contractors at one time. Familiar with scheduling, budget management, expedited work schedules, and scoping documentation. Monitoring and managed all subcontractors, consultants and third party suppliers within each project. Took lead in future procurement of contracts. Planned, developed & led complex projects from inception through completion, delivered projects on time and under budget. Wrote progress reports & presented to VP.

08/2009 – 01/2014

Project Manager – Tougher Industries Enterprises

Negotiated with vendors, contractors, & local unions for overall contract procurement. Managed multiple contracts at one time. Completed RFQ's & bid forms. Analysis of overall job status for fiscal management. Evaluated requisitions from subcontractors for payment. Completed contract execution. Responsible for fiscal reports as projects developed. Audited contract claims & sought out completion of projects. Familiar with securing signatory approval from contract agencies to proceed with work, scheduling, and RFP's. Projects include GlaxoSmithKline, Global Foundries, Dormitory Authority projects, Regeneron, State University Construction Fund & OGS projects ranging up to \$5 million dollars.

12/2008 – 05/2009 (employment during college)

Assistant Economic Development Program Manager– The City of Ogdensburg

Oversaw budget for procurement. Negotiated overall contract value with subcontractors. Reviewed & approved requisitions per contract. Compiled RFQ's & invitations to bid for procurement. Responsible for contract compliance according to local/state laws & regulations. Reviewed & monitored contract terms at the highest level of procurement. Familiar with federal & state grant writing. Researched & successfully wrote grant applications for non profit organizations as well as private universities. Project managed the implementation of the new website for the Chamber.

10/2005 – 09/2006

Store Manager – The Wireless Answer

Ran day to day retail operations, created budgets for entire store, trained & developed employees, marketed business to build client growth, responsible for profitability & expansion within the region.

06/2004 – 10/2005

Assistant Manager – The Mobile Solution

Managed staff of 5-10 employees in a retail telecommunications setting. Traveled extensively to establish new stores & trouble shoot existing locations including Watertown NY, Rochester NY, New York NY, & Elizabeth NJ.

Education:

- 08/2006 – 05/2009** SUNY Canton – Bachelor of Science - Management *(With Honors)
- 08/2002 – 12/2005** SUNY Jefferson – Associates - Business Administration