

OBJECTIVE

To transition into a challenging management career where I can apply and maximize my project management skills as well as my knowledge of the production and field processes. I seek a position where I can develop personally and professionally in order to become a long-term and highly valued asset of the company.

EDUCATION

David Prouty High School

- Diploma

Worcester Technical High School

- AutoCAD

EXPERIENCE

Iaccarino & Son, Inc

Project Manager ◦ December 2011 – Present

- Duties are similar to those of a Project Coordinator with added responsibility in the areas of budget management, scheduling of production and deliveries, and field meetings including overseeing field dimensioning. Preparing change orders.
- Review Contracts, Spec, Scope of Work, Submittal, RFI's, Schedule, Addendums, Bulletins, Supplements, attend site meetings and two week look ahead meetings.
- Estimates, change orders.
- Forward pricing package to vendors, compare pricing, negotiate, purchase.

Project Coordinator ◦ September 2007 – December 2011

- Reviewed and interpreted architectural prints to supervise the production of shop drawings. Worked in conjunction with general contractors, architects, engineers and installers to produce custom, commercial grade cabinetry and millwork to customer specifications and tolerances. Preparing change orders.
- Forward pricing package to vendors, compare pricing, negotiate, purchase.

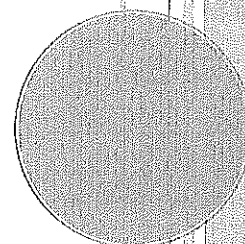
Continental Consolidated Industries

Project Manager ◦ September 1999 - September 2007

- Project Manager
- Bill of Materials – Create BOM for sub-assemblies using part numbers
- Purchasing-negotiating with manufacturers, make recommendations to upper management on possible purchases, monitoring trends, find potential deals.
- Inventory Control – Monitor inventory, sold excess inventory, reduced inventory
- Customer Service Representative – Interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints.

SKILLS

- Excel, Word and Outlook



* AutoCAD

[Pick the date]