

Rory Q. Kollar

(720) 421-4993 | RoryQKollar@gmail.com

Hospitality Logistics

August 2017 –

Current

Project Manager

- Manages all construction activities following project approvals and coordinates work with Property Management to include phasing, staging and site logistics.
- Manages all vendors, trades, phases, and elements of project from start to finish.
- Ensures project is executed according to approved time, cost estimates, quality, safety.
- Initiates and maintains relationships with clients and subcontractors.
- Participated in proposals including assisting in estimating, scheduling, execution, subcontractor.
- Consistently prioritizes tasks in order to ensure successful delivery of quality projects on time and within budget

National Lodging and Renovation Management

November

2016 – July 2017

Inventory Control Manager; Quality Control Manager

- Maintains on-site inventory management of construction equipment and material, FF&E (Furniture, Fixtures, and Equipment), and OS&E (Operating Supplies and Equipment) for major hotel renovations.
- Performs daily physical inventory audits to sustain consistent supply counts essential to complete day-to-day tasks.
- Coordinates daily with the owners, building engineers, project managers, superintendents, subcontractors, and vendors to ensure all products are delivered, stocked and available for use as to meet daily demands and not delay project deadlines.
- Manages inventory requisitions, procurement, and organization of all project material, equipment, and onsite storage.
- Reconciles monthly vendor invoices, and resolves any discrepancies.
- Tracks and manages monthly vendor, storage, equipment, subcontractor and personnel budgets.

Graebel Van Lines

October 2013 – November

2016

Warehouse Manager; Project Manager

- Performed all warehouse managerial duties with strong attention to detail and supervises 10 employees in accordance with all company policies and rules.
- Developed operational, inventory, and financial reports and plans that address warehouse efficiency and business productivity.
- Maintained consistent inventory counts of over 50 commercial projects in a 200,000 square foot warehouse.
- Enforced warehouse guidelines and safety instructions to ensure compliance with internal and external audits.
- Managed all vendor, subcontractor, sales, and purchase invoices.

- Formed and maintained strong relationships with external contractors/vendors through verbal and written communication to facilitate operational needs.
- Provided support to all regional warehouses when an interim manager is required.

Comcast

October 2012 - June 2013

Customer Account Executive

- Provided strong customer service via phones, and email; assisting and verifying online orders, sales, and customer complaints.
- Resolved technical issues regarding cable and internet with customers over the phone.

Target

March 2007 - October

2012

Photo Lab Specialist

- Operated and monitored the digital process, materials, and surroundings to ensure prints were cycled without defects.
- Inspected equipment and materials daily to identify inventory errors or other problems and troubleshoot as needed to prevent cost and loss.
- Supervised inventory, counts, and adjustments for all materials needed for daily operations.
- Managed the receiving processes, replenishment transition, productivity, and background inventory.
- Provided strong customer service via phones, email and in person; assisting and verifying online orders, sales, and customer complaints.