

Ganna Panayiotou

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Objective

I am looking to leverage my excellent customer service skills and detail orientation into a new market.

Education

06/2007 | NOVOMOSKOVSKY COLLEGE OF ECONOMY AND JUSTICE NOVOMOSKOVSK, UKRAINE

Skills & Abilities

PROFESSIONAL SUMMARY:

More than 5 years of Logistics, Estimation, Cost Control, Budgeting, Design, Preparation of Contracts, Planning, Staffing, Procurement, Quality Control, and Projects Management, Experiencing in Fabricating, Installation, Operation and Maintenance of Marble & Granite Countertop Works, and turnkey projects; my experience relates to all Civil Works activities and Masonry Works activities.

Description of Duties Enrolled:

Responsible for management-level oversight of all activities, both with respect to client projects and facilities.

From tender to handover of any project, I have ultimate oversight for all of the activities. This is a broad scope of work, which includes:

Oversight of preparation of tender, overseeing estimators that sit within the estimation team, and signing off tender;

Careful review of Project Documents to ensure consistency with what was priced;

Careful preparation of Variation Orders, if any, negotiating it with the Client, but escalating it to Claim and CounterClaim, if wouldn't be settled amicably.

Oversight of preparation of shop drawings;

Oversight of procurement: floating inquiries in the market, negotiating prices, and preparing letters of intent, Purchase Orders, LPOs and L/Cs;

Oversight of materials submittals;

Oversight of submission of shop drawings.

MANAGEMENT & LEADERSHIP

- In direction of two installation teams and multiple countertop fabricators
 - Project scheduling between multiple teams
 - Conducting firm's strategic planning process
 - Finalizing objectives and ensuring that they are met each project;
 - Establishing a financial plan and ensuring that it is met;
 - Acting as the "spiritual and values leader"
 - Working with the partner departments to review and commit to the products and services that will serve as the firm's core and specialty services;
 - Evaluating and overseeing business expansion opportunities.
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MARKETING & SALES

- Managing strategic Vendor and Client relations; Developing the prequalification documents and submit them to clients; Representing the firm at key community events, firm functions and other meetings.
- New Jobs hunting and Client negotiations by utilizing my marketing skills.

COMMUNICATION

- Ability to interact with clients in three languages (English; Russian; and Ukrainian)
- Excellent interpersonal skills

Achievements

ACCOUNT MANAGER | GLOBAL GRANITE | 05/2015 - PRESENT

- Project management and design for countertop installations.
- Generating new accounts
- Experience with Adobe; Excel; Word; AutoCAD 360
- Procurement of material