

Project Manager Project Manager Iowa City, IA Motivated individual with self-made managerial experience starting at the age of 15 High-energy, positive problem-solver seeking entrance to business in a large established industry where leadership and initiative will be noticed by superiors

Extremely open minded with a large capacity for growth Attributes Social media marketing Advanced problem solving skills E-commerce marketing Driven Site development Strategic thinker Client and vendor relations Team building Invoicing and purchase orders Superb communication skills MS Office experience Work Experience Project Manager Calculated Fire Protection - Salt Point, NY June 2017 to January 2018 Coordinate employees on job sites with other laborers and tradesman. Manage inventory. Contacting sales/office reps. Estimator Calculated fire protection - Salt Point, NY January 2016 to January 2018 Create takeoffs and proposals for future jobs based on architectural, mechanical, electrical, plumbing and HVAC blueprints. IT Technician Calculated Fire Protection - Salt Point, NY January 2015 to January 2018 Service existing company network system and technologies. Created a new network for the company as well as rework electrical and wireless configurations. Aid office employees with basic to advanced computer related issues. Shift Leader Dunkin' Donuts - Poughkeepsie, NY January 2013 to January 2015 Manage inventory as well as staff. Retail store management duties as well as the following crew member duties: Unload trucks, stock store, keep the store clean; all duties of a retail store. Help customers in a timely fashion especially during rush periods. Dishwasher The Fountains at Millbrook - Millbrook, NY September 2011 to January 2013 Wash dishes, prep food, clean kitchen, unload truck deliveries, restock kitchen. Education Associate in Engineering/Architecture SUNY Orange - Middletown, NY August 2015 to May 2017 High School Diploma in General Education Millbrook High School - Millbrook, NY 2013 Certifications/Licenses Driver's License

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