

JOHN M. GJIELI

SKILLS

- Leadership: Commended for leadership and motivational abilities
- Time Management: Excellent in balancing and prioritizing multiple assignments to meet project deadlines
- Communication: Adept in confident and articulate speaking; excellent presentation and public-speaking skills
- Interpersonal: Proven success in promoting and maintaining strong interpersonal relations
- Mastery of Microsoft Office programs
- Basic understanding in Spanish

EDUCATION

B.A. Business Management and Administration, City College of New York; New York, NY
A.A.S. Business Management, Borough of Manhattan Community College; New York, NY

EXPERIENCE

Project Engineer, Lawless & Mangione, Architects & Engineers, LLP., Yonkers, NY *(May 2013-Present)*

- Completed 10-hour OSHA Certification and 16-hour Suspended Scaffold License
- Review and administer approved contracts
- Manage and advise construction teams of multiple building sites
- Meet and communicate with high-end clients about project development in professional settings
- Conduct meticulous physical surveys of residential and commercial buildings, which includes inspecting all exterior façade work including waterproofing, stone, brick, and steel work; inspecting all steel and concrete work for vault, slab, and sidewalk concrete replacement; and budgeting work necessary for each building site

Installation Bay Manager, Best Buy Co., Inc., West Nyack, NY *(June 2006 - July 2014)*

- Managed a sales and automotive installation team
- Installed and troubleshooted various electrical systems
- Created and maintained employee work schedules, analyzed labor budgets, and established daily revenue goals
- Increased overall sales and department work ethic standards
- Established loyal relationships with customers

Door Attendant, Gumley Haft Real Estate, Property Management, 923 Fifth Avenue, New York, NY *(September 2005 - March 2008)*

- Greeted and assisted tenants and guests in a professional manner
- Provided building security by screening visitors and vendors entering the building
- Maintained a safe and clean working and living environment while ensuring established safety and security guidelines

ACTIVITIES

Yorkville Sports Association *(Spring 2012 - Present)*

- Softball team captain/treasurer

ZogSports *(Fall 2012 - Present)*

- Dodgeball team captain/treasurer

NY Urban Professionals League *(2013-2014)*

- Basketball team captain/treasurer