

# John Narducci

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## Summary

- Managed and trained employees in customer service, accounting, and kitchen and bath design and remodeling.
  - Ambitious individual that possesses exceptional organizational skills and discipline.
  - Exemplary commitment to meeting deadlines and reaching budgetary goals.
  - Possesses an innate ability at learning new concepts quickly and efficiently, working well under pressure, and communicating ideas clearly and effectively.
  - Extensive computer training, including multiple software environments, networking, hardware construction, QuickBooks 2005-2010, 2020, CAD, and Microsoft Office.
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## Experience

**Accounts service manager, *Gunnison Tree Specialist, Inc.*** 2010-2011

- Performed all AR and AP manager functions to include imputing bills, processing payments, customer/vendor follow-up, purchasing, and inventory control.
- Managed customer relationships through phone, print, and email communication.
- Acted as the first line of conversation in customer complaint situations.
- Implemented new accounting applications and maintenance procedures.
- Responsible for all office functions as needed such as answering phones, faxing, filing, and copying.
- Executed all IT support functions for the office including networking and hardware issues.

**Project manager, sales coordinator, *Kitchen & Bath Studios.*** 2001-2009

- Oversaw and managed the plan, design, development, and construction of residential kitchens, bathrooms, and room additions ranging from \$20,000 to \$475,000.
- Successfully met and exceeded all sales quotas.
- Coordinated between clients and subcontractors.
- Handled issues regarding customer service which comprised of change orders, shipping faults, and miscellaneous construction costs.
- Implemented new accounting applications and procedures.
- Managed vendor accounts generating weekly checks.
- Responsible for budgeting, payroll, AP and AR.

**Accounting manager/project manager, *Nardi Contracting Company, Inc.*** 1993-1999

- Managed the accounting department.
- Implemented Peachtree Accounting software.
- Responsible for all AR and AP.
- Prepared all documents for government bids.
- Supervised construction of custom residential homes, commercial and government projects.
- Designed custom home interiors for model homes.