

PROFESSIONAL EXPERIENCE

SUPERIOR FINISHES, LLC

Plainville, CT

Project Manager

April 2009 - Present

- Handle all sales, estimates and project management duties for a union signatory commercial-industrial painting contractor
- Perform estimates from blue print take-off, on screen take-off and field quantitative measurement
- Oversee all material and equipment procurement, contract management, change orders, AIA documents, submittal preparation, safety submissions including Job Hazard Analysis (JHA), Certified Payroll Reporting, union benefit contribution reporting and HUD Section 3 reporting
- Assign and coordinate manpower for ongoing projects, attend job meetings and manage all job related issues
- Complete administration of all company projects from bidding thru punch-list, close-out and warranty

JOHN CANNING STUDIOS

Cheshire, CT

Project Administrator

Feb 2008 - March 2009

- Responsible for the estimation, project management and contract administration for a nationally renowned decorative painting and historical restoration firm
- Performed estimations according to blue print take-off and field quantitative measurement
- Managed all contracts, change orders, AIA documents, submittal preparation, safety submissions including Job Hazard Analysis (JHA) for ongoing projects throughout the United States

THE HOME DEPOT AT HOME SERVICES

Worcester, MA

Project Manager

June 2006 - Jan 2008

- Managed the successful installation of roofing, fiber cement and vinyl siding, replacement windows and attic insulation throughout the South Western Connecticut territory
- Liaised directly with customers to schedule and perform in home measurements in addition to coordinate installation appointment
- Supervised home installations and performed final inspection while also in charge of payment collection and provide any necessary follow-up service calls
- Recruited and managed independent contractors with the knowledge of home installations

COMPLETE PAINTING SERVICE

Wallingford, CT

General Manager

May 1997 - May 2006

- Responsible for all sales, estimations and project management duties for a commercial-industrial painting contractor
- Utilized the blue print take-off for estimation and performed a field quantitative measurement
- Managed all material and equipment procurement, contract management, change orders, AIA documents, submittal preparation, safety submission and Certified Payroll Reporting
- Assigned and coordinated manpower for several ongoing projects
- Attended job meetings and managed all job related issues
- Handled all administrative duties of all company projects from bidding thru punch-list, close-out and warranty

ADDITIONAL SKILL SET

- Proficient in Word, Excel, Outlook and Adobe
- Familiarity with Prolog, ACT, MS Project, QuickBooks Pro 2011
- Professional understanding of construction administration practices and procedures
- Solid working knowledge of the OSHA 29 CRF standard
- Excellent written and oral communication skills

EDUCATION AND CERTIFICATIONS

Renovation, Repair and Painting (RRP) Certified

OSHA 10 Certified

State of Connecticut Notary Public

University of Connecticut, Storrs CT - Attended