**JOSEPH MATOVU CDT, CSI**

**8 Rolling Hills Drive**

**Seymour, CT 06483-3058**

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**PROFILE**

Well-organized with a sense of urgency; conscientious, attention to details and quick learner. Capable of working independently as well as in a team to achieve desired goals.

**CORE SKILLS**

Resolved problems without delay. Detailed finish hardware schedules, generated door s and frames shop drawings for architectural approval. Integrated mechanical and electric/electronic finish hardware to acquire desired access control that ensured security, life and safety of building occupants. Extensively experienced in job costing estimates. Bid, negotiated and acquired jobs.

**COMPUTER SKILLS**

CeCommand, Microsoft and Visio.

**EMPLOYMENT HISTORY**

EASTERN FIRE DOOR, INC., New Haven, CT 2/08 – 2/10

**Estimator/Project Manager**

Worked with the vice-president to achieve hard to get contracts. Detailed doors, frames and finish

hardware for architectural approval. Purchased material and scheduled delivery to job sites.

DEUTSCHER & DAUGHTER, INC., Queens New York, NY 9/05 - 2/08

**Estimator**

Took off jobs and estimated from construction drawings. Detailed material for architectural approval.

WEINSTEIN & HOLTZMAN, INC., New York, NY 11/02 – 9/05

**Detailer**

Generated finish hardware schedules, doors and frames shop drawings for architectural approval.

POST ROAD IRON WORKS, INC., Greenwich, CT 4/97 – 11/02

**Head of Doors, Frames and Finish Hardware Department**

Secured jobs and negotiated contracts. Scheduled work flow. Followed up architectural submissions to

Ensure timely return of approved schedules and shop drawings from architects. Analyzed projects

Revenues and margins/mark ups to ensure profitability. Purchased and oversaw installation of materials.

**EDUCATION/MEMBERSHIP**

DOOR AND HARDWARE INSTITUTE, Chantilly, VA

Completed 128 hours toward becoming an Electrical Hardware Consultant (EHC).

Completed finish hardware apprenticeship courses 1 through 3.

CONSTRUCTION SPECIFICATIONS INSTITUTE, New York, NY

CDT – Construction Document Technologist; specifications interpretation and writing.

COLUMBIA UNIVERSITY, New York, NY

B.S. Mathematical Statistics.