

Robert Curtis

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Experience

VR Restoration | Fairfax, VA

Owner and Operator | 05/2019 - 12/2023

- Founded and operated a construction company specialized in both residential & commercial property restoration.
- Developed new processes for streamlining operations and increasing efficiency in order to reduce costs.
- Grew company revenue from \$0-\$2M within first year of business.
- Connected with product manufacturers and service vendors to negotiate and order materials.
- Hired and trained qualified employees to perform daily tasks.
- Managed day-to-day operations of the business including accounting, payroll, customer service, product development, and staff management.

Allstate Exteriors | Frederick, MD

Project Manager | 01/2018 - 12/2019

- Successfully managed projects with tight deadlines and limited resources.
- Prospected and earned new clients for the business.
- Coordinated team members to ensure tasks were completed on time and within budget.
- Collaborated with cross-functional teams across multiple departments to achieve goals.
- Traveled to customer sites to keep projects on schedule while maintaining high quality.

Homotech Exteriors | Rockville, MD

Project Manager | 01/2017 - 12/2018

- Traveled to customer sites to keep projects on schedule while maintaining high quality.
- Developed new relationships with clients to grow the business.
- Spearheaded expansion of business territory from Maryland into Virginia.
- Monitored project performance metrics to ensure adherence to quality standards.
- Planned, scheduled and coordinated project activities to meet deadlines.
- Monitored project milestones and deliverables.

Harris Teeter | Purcellville, VA

Inventory Clerk | 01/2015 - 12/2017

- Maintained accurate stock records using computerized tracking systems.
- Performed physical inventory counts and reconciled discrepancies with internal records.
- Analyzed existing inventory control procedures for potential areas of improvement.

Skills

Computer literacy, Leadership, Customer service, Communication skills, Time management, Project Management

Education

University of Maine, Presque Isle | Presque Isle, ME

BA - Project Management & InfoSys | 05/2024

Majored in Business Administration, BA - Project Management with a concentration on Information Technology Systems.

Certificates

Comptia A+, Comptia Network+, Comptia Security+