

Justin Vittitoe

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I am a dedicated professional with expertise in financial management, data analysis, and business operations. My background includes a Bachelor of Science in Financial Management and experience in financial computing, real estate development, and project management. I excel in problem-solving, improving business processes, and optimizing resources.

KEY SKILLS

Operations | Automation | Pricing Analysis | Customer Service | Quality Assurance | Customer Relationships | Active Listening | Adaptability | Microsoft Office | HTML – CSS -JavaScript | Node.js – Express.js | PostgreSQL | MS Power Automate

PROFESSIONAL EXPERIENCE

Mayberry Communities LLC, Operations Specialist

February 2024 – Current

As an Operations Specialist in the new home building industry, I streamline processes, manage contracts, and optimize workflows to enhance efficiency. Oversee new purchase contracts, warranty management, and closing coordination, ensuring seamless transactions for homebuyers, lenders, and internal teams. My customer-first approach allows me to implement solutions that drive operational success.

- Developed and automated the internal and customer-facing documentation process for new home purchases.
- Built and implemented a structured warranty management system within the company's construction software ensuring swift attention to homeowner claims to maximize satisfaction.
- Streamlined home closings, ensuring all required documents are processed efficiently with lenders and title companies.
- Expertise in automation tools like Power Automate and Zapier to enhance workflow efficiency.
- Strong skills in problem-solving, leadership, time management, and customer-focused solutions.

Student Managed Portfolio Project Analyst

September 2023 – June 2024

Successfully grew market share for the bone growth stimulators, pain medication and back bracing. Call points consisted of orthopedic surgeons, neurosurgeons, hand surgeons, and podiatrists.

- Using FactSet to code a filter to find financial liquid firms which follow our prospectus.
- Designed a prospectus explaining the dividend achiever strategy intended to emulate.
- Acquiring and Analyzing data from firms' financial statements to create DDM and FCF models to find a target price.
- Traded covered call options to increase cash flow and to hedge our positions from market shocks.

Ads's Fish House Busser/Server

January 2023 – June 2024

- Maintained an organized work environment to efficiently manage the flow of guests within the restaurant.
- Enhanced customer satisfaction by implementing effective routines to streamline operations and maximize efficiency.
- Consistently maintained an efficient pace of work to accommodate a steady flow of customers while providing excellent service.

Savon Pavers Field Supervisor

June 2019 – August 2023

- Professional learning experience during a major economic fluctuation, pre-pandemic to post-pandemic.
 - Oversaw multiple job sites and manage project development throughout all stages, from demolition to final polishing.
 - Communicated and coordinated with customers and supervisors to ensure smooth progress and meet project expectations.
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EDUCATION

Bachelor of Science (BS) Financial Management
Business Administration
California Polytechnic University, San Luis Obispo
EdX – Software Engineering Bootcamp