

# Nicholas Franco

Fresno, CA 93704

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(559) 796-6086

- Ability to work well independently and as part of a team
- Strong written and verbal communication skills

Authorized to work in the US for any employer

## Work Experience

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### **Senior Project Manager / Purchasing Manager**

DS Glass and Window, Inc. - Madera, CA

December 2019 to Present

- Communicate with General Contractor personnel regarding project scopes, specifications, material procurement lead times, install deadlines.
- Troubleshoot and resolve scope conflicts, material incompatibilities, and adverse or unforeseen issues on site.
- Manage schedules for multiple projects as well as Technicians, Installers, Project Estimators, Project Engineers and Project Coordinators.
- Manage budgets and review purchase orders and acknowledgments from multiple vendors and suppliers.
- Ordering detailed project materials including multiple aluminum framing systems, custom glass, aluminum doors and specialty hardware.

### **Operations Manager, Window Division**

Delerio Construction, LLC - Fresno, CA

January 2018 to June 2019

- Window Division Purchasing Agent
- Responsible for reading construction plans with a high level of accuracy, estimating materials, organizing and purchasing upwards of \$25,000 of product on a weekly basis.
- Depended on to open the shop every day, designate work orders to each install crew, manage all shipping and receiving, and close out shop at end of day.
- Organize and report all profit and labor reports, provide and maintain communication with all customers such as Wilson Homes, Bonadelle Neighborhoods, and AMCAL Construction.

### **Customer Sales Representative**

Prudential Overall Supply - Fresno, CA

August 2017 to December 2017

- Professional appearance and attention to detail while making deliveries.
- Responsible for all record keeping of changes made to customers accounts.
- Loaded and unloaded necessary product each day onto truck, maintained a clean, safe and professional work environment.

## **Office Clerk**

Prudential Overall Supply - Fresno, CA

October 2015 to December 2017

- Customer service with strong phone and email communication skills.
- Accounts Receivable using Oracle and other billing software.
- Data entry with meticulous attention to detail utilizing a complex production software program.
- Strengthening new customer relations with genuine, concierge service.
- Gathering data, compiling sales and production reports, and filing.

## **Estimator/Inside Sales**

Vezina Industries - Madera, CA

February 2015 to June 2015

- Estimated windows and insulation for large construction project using plans, and computer generated architecture designs.
- Provided pricing for a sales team.
- Utilized Microsoft excel for equations related to estimating and marketing.
- Communicated on all levels of the construction projects with manufacturers, customers, installers and sales personnel via phone, email and face to face meetings.

## **Field Technician**

Salem Engineering Group, Inc. - Fresno, CA

March 2014 to September 2014

Certified ACI Grade 1 Inspector

Certified ICC Nuclear Density/Moisture Gauge Operator

Dispatched to commercial construction sites throughout California for testing and inspection of practices and procedures, responsible for recording/reporting all pass/fail results and communicating with clients and superiors in a timely and effective, and professional manner.

## **Ranch Hand**

Spring Oaks Ranch - Tehachapi, CA

October 2009 to June 2013

- Maintaining a 500-acre ranch, often working independently for periods spanning several weeks in all weather conditions
- Responsible for repairing and maintaining fencing, irrigation lines, steel gates and livestock corals, water/feed troughs, diesel generators, ATVs, well water pumps, etc.

## **Technical Support**

R S Engineering & Manufacturing - Tehachapi, CA

October 2009 to June 2013

- Installed delicate digital cinema equipment such as 3D projectors and digital audio devices for major movie chains across the Western United States
- Constructed complex low-voltage circuits and custom functions for theater automation
- Routed extensive network cabling
- Functioned independently, with a high level of responsibility for making critical decisions in the field
- Performed efficiently and safely in difficult environments, under pressure of multiple deadlines

## Education

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### **AA**

Fresno City College/Reedley College

2009

### **Diploma**

Fresno High School

2004

## Skills

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- Microsoft Outlook (5 years)
- Microsoft Office (5 years)
- CSR
- Customer Service
- Construction Estimating
- Procurement
- Inside Sales
- Purchasing
- Construction
- Accounts Receivable
- Project Management
- Budgeting
- Pricing
- Blueprint Reading
- Construction
- Project management
- Construction estimating
- Communication skills
- Bluebeam
- Budgeting
- Pricing
- Conflict management
- Time management
- Procurement
- Purchasing
- Blueprint reading
- Project scheduling
- Construction management
- Microsoft Excel

- Writing skills
- Technical support
- Commercial construction
- Low voltage
- Project coordination
- Project management software
- ProCore
- Construction management software
- Administrative experience
- Leadership
- Google Docs
- Office management
- AutoCAD
- CAD
- Proposal writing
- Microsoft Office
- Manufacturing
- Microsoft Word
- English
- Front desk
- Computer skills
- Typing
- Customer service
- Accounts receivable
- Microsoft Outlook
- Organizational skills
- Contracts
- Supervising experience
- Team management
- Account reconciliation
- Financial management
- Analysis skills
- Presentation skills
- Supply chain
- Negotiation
- Autodesk
- DocuSign
- Personal assistant experience
- Executive administrative support
- Document management

- Microsoft Outlook Calendar
- Computer literacy
- Schedule management
- Project Planning
- Construction inspection

## Certifications and Licenses

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### **ACI Field Technician Grade 1**

April 2014 to April 2019

Testing and inspection of concrete.

### **Barco Projector Installer, Level 1**

June 2011 to Present

Certified to install, service and maintain Barco digital projectors.

### **Driver's License**

### **Non-CDL Class C**