

Timothy J Pustelak

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Girard, PA 16417

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EXECUTIVE SUMMARY

Forward facing business professional with strong experience in project management, project estimating, P&L management, materials management and customer service possessing excellent written & oral communication skills and the ability to effectively resolve complex issues with clients.

CORE QUALIFICATIONS

- Project Estimating
- Materials Management
- Budgeting
- P&L Management
- Sales
- Inventory Management
- Issue Resolution
- Customer Service
- Payroll/Timekeeping
- Microsoft Excel, Word & Web Based Programs
- Eagerness to complete tasks
- Very fast learner
- Excellent Written & Oral Skills
- Contract Negotiations

PROFESSIONAL EXPERIENCE

Owner/Proprietor 05/2010 - Current
L.L. Masonry, Inc. Girard, PA

- General Manager, P&L Management, Contract Management, Forward Facing with Clients and Owners
- Projects constructed include new Wave Pool at Splash Lagoon, Tim Horton's and Advanced Auto

Project Manager & Lead Estimator 01/2007 - 05/2010
Pustelak Masonry Waterford, PA

- Worked directly with field to achieve greatest project profitability
- Initiated rollout of new program for P&L Management in the field
- Member of Executive Management Team
- Contract Management

Estimator & Office Management 04/2003 - 12/2006
Pustelak Masonry Waterford, PA

- Labor & Material Costs for all commercial estimates
- Forecast profitability
- Work with management to implement ways of cost savings
- Increased customer loyalty through public relations
- Improved communication efficiency as primary liaison between clients & superintendents
- Increased meeting efficiency by developing meeting agendas
- Edited subcontractor proposals, transmittals, & memorandums for organizational support

Mason Laborer, Operating Engineer & Truck Driver 03/1999 - 03/2003
Pustelak Masonry Waterford, PA

- Built Scaffolding, tended to bricklayers, ordered materials
- Drove heavy equipment on jobsite to service bricklayers
- Acquired CDL and hauled material from plant to jobsite

EDUCATION

Cathedral Prep 1993
Erie, PA
High school diploma
Graduated 19th out of 145 students

Gannon University 1994
Erie, PA
Attended one year with emphasis in Business and Human Resources