

Kelly L. Nocero

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OBJECTIVE

To obtain a challenging position to utilize my extensive computer, customer service, organizational and management skills in a progressive, work environment that values a team player.

EMPLOYMENT

05-09 United Mechanical, Inc., Ft. Myers, Florida

Supervisor: Ken Kump 239-425-6516

Supervisor: Keith Enwright 239-425-6516

Assistant Project Manager with major focus on staying with in projects budgets, reviewing project specification and building plans, bid and purchasing project materials, city and county permitting, local and state background checks for employee badging process, projected manpower, keep accurate records of tracking and shipping materials and work closely with project manager and general contactors for project completion.

04-05 YWCA of Tampa Bay, St. Petersburg, Florida

Supervisor: Patricia Bacha 727-896-4689 Extension 14

General Administration Assistant with major focus on Human Resources and Operations. Responsibilities include health benefit administration, conducting new hire employee intakes, state and local background checks for employment, gathering and entering statistical data on Microsoft correspondence.

02-04 YWCA of Tampa Bay, St. Petersburg, Florida

Supervisor: Joyce Pritchett 727-896-4689 Extension 15

Center Manager for Family Village Housing with major focus on conducting client intakes, maintaining inventory, purchasing, developing policy and procedure methods, creating and filing reports, performing various administrative tasks and providing resources and referral information to intake clients.

01-02 Pure Air Control Services, Inc. Clearwater, Florida

Supervisor Mark Wozinak 727-572-4550 Extension 602

Service Manager/Dispatcher with major focus on customer service, purchase ordering, scheduling appointments, dispatching, performing payroll and quality control functions.

90- 07 Bob Evans Farms, Inc. Pinellas Park, Florida

Supervisor: Tammy Martin 727-541-3336

Customer Service Representative with major focus on customer satisfaction, public relations, and time management.

QUALIFICATIONS

Self Starter who is well organized, disciplined and goal oriented
Excellent telephone and communication skills
Computer proficient in Microsoft Office products and web based programs
Dependable, fast learner and has the ability to multi-task
References and Letters of Recommendations upon request