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# Donna Puca

**Objective** To further my knowledge and skills in the construction industry.

**Experience** 2006-2006 Toll Brothers Inc. Ft. Myers, Fl.

**Asst. Construction Manager**

- Coordinate and schedule subcontractors
- Complete homes from drywall to settlement
- Coordinate Homeowner walks and address concerns
- Coordinate Homeowners warranty

2001-2006 American Pride Building Co. Ft. Myers, Fl.

**Project Manager**

- Coordinate and schedule subcontractor
- Seek out new subcontractors for better cost control
- Address concerns of Superintendents
- Track every phase of the project
- Handle customer service and upgrades
- Change orders
- Coordinate with design team on plan revisions

1999-2001 Victoria's Secret Valley Stream, NY.

**Assistant Store Manager**

- Increase sales from 4 million to 6 million
- Control Stock levels
- Implemented training course for new recruits — speeding profitability
- Control Shrinkage
- Coordinate visuals changes

1989-1999 Macy's East Staten Island, NY.

**Department Manager**

- Increase sales from 1 million to 3 million
- Hire and coach commission employees
- Control Shrinkage
- Discuss inventory with vendor

**Education** 1970-1974 Tottenville High School Staten Island, NY.

- 2001 Florida Mortgage Brokers License, Florida State Notoriety
- 2005 Cam Tech – Cert. Residential Contractor Florida