

Ryan C. Lindsay

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Objective:

To secure a position with a company, long term, that will allow me to use my experience in construction to benefit the company fully. Also, I am seeking to work in a successful business environment that will help further my career.

Summary of Qualifications:

Supervisory skills; good communicator; methodical and organized professional

Employment:

Bartlett Custom Homes, Tampa, FL (813) 657-7030

Superintendent Years employed: (2/03 to 7/09)

I began working at this company doing punch-out work and gradually worked my way up to the superintendent position. I was Responsible for the construction of multiple homes from the ground through closing, managed all functions of the job site, I was in charge of managing all of the construction subcontractors in the different phases of the building process, ordered the necessary materials for the subcontractors, coordinated all the building inspections for every home, I was in charge of managing all home owner concerns during the construction process, scheduled all of the warranty issues for a full 12 months after the closing was completed, and, finally, I was personally responsible for completing all punch-out work ranging from drywall repairs, trim work and so on. My primary focus was to handle all homeowners with the utmost respect and professionalism.

Bay City Windows and Doors, St. Petersburg, FL (727) 323-5443

Window/ Door Installer Years employed: (7/99 to 2/03)

While working at this job, I was in charge of the installation of all windows and doors, including new construction and remodeled homes. I made sure all of the jobs had the correct windows and/or doors ordered and followed up with the clients to ensure that the products arrived in a timely fashion. I worked very closely with the other installers to ensure that the job was completed to the best of their ability.

Publix, Tampa, FL (813) 238-7720

Stocker Years employed: (01/97 to 6/99)

Duties included serving all customers and assisting them when needed, bagging all groceries, help the customers take bags out to their cars, retrieving carts from the parking lot, organizing of the entire store, ordering of new products, unloading trucks when deliveries were made, stocking of all shelves, organizing of the backroom and other areas of the store when requested to do so, and environmental cleaning. My primary focus was to do my job to the best of my ability and to keep the customers happy so that the company could maintain their status of having great customer service.

Education:

High School Diploma 2000

Tampa Bay Technical High School Tampa, FL

Skills:

- 1 **Accomplished in Microsoft Word, Microsoft Outlook Express**
- 2 **Proficient in managing groups of 10 or more**
- 3 **Work well with people and excellent customer service skills**
- 4 **Loyal, dedicated and hard-working, as well as an eager and quick learner**
- 5 **Well organized and very thorough**

