

KELLY RONZIO

43 Green Road, Amherst, NH. 03031

(603) 880-7774. info@ecostoneworks.com

Professional Summary:

Hardworking Business-Management with proven leadership, effective customer service, and strong communication skills. Strong knowledge of granite and quartz countertop installation. Extremely effective at motivating installation teams to maintain high standards. Familiar with preparing and negotiating contracts with clients and suppliers. Provides clear direction and explains plans and contract terms in a precise, understandable way. Safety-conscious and detail oriented.

Skills:

- Multi Lingual - Native Portuguese, Fluent English and Spanish
- Subcontractor and Employee management
- Marketing and Sales
- Strong Interpersonal and problem-solving abilities
- Personnel Safety

Work History:

Member / Manager Eco Stoneworks LLC. Milford, NH (2023 to current)

- Submit Quotations in response to bid requests, Negotiate contract terms, Schedule subcontractors and materials for installation as per contract schedule, Avoid construction delays and deliver on time as per contract schedule
- Coordinate safety requirements such as OSHA training, prepare safety plans as per contract
- Train and promote continued education for all onsite crew members

Owner New Life Cleaning LLC (05/2007 to 04/2016)

- Managing day to day operations, supervising and making sure all tasks are completed, work closely with new employees to integrate seamlessly into their respective teams, assigning clients ensure all needs being met, keeping track of finances and accounting.
- WOSB certified
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Education:

Jan 2020 Basic Computer Skills - Microsoft, Quickbooks, Adult Learning Center

Dec 1996 High School, Paralelo Ensino Medio, Sao Paulo, Brazil