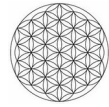


Drew Sziraky

<https://drewsziraky.com/>



I am a motivated team player with proven communications, customer service, design, rendering, management, and construction skills seeking to grow my knowledge of the industry and use my skills and experience for the advancement of my career.

Skills & Strengths

- Creating plans, elevations, and perspective models of residential construction and remodeling
- Producing 3-D Renderings of design concepts
- Background in residential construction and remodeling.
- Proficient with crafting tools (Circle saw, Reciprocating saw, Jig saw, Planers, Routers, Table saw, Miter Saw, Drill/Driver, Coping saw and more)
- Broad knowledge of architectural and construction terminology, joinery, and methods
- Ability to visualize projects and follow instructions to meet project deadlines.
- Excellent customer service skills
- Business management experience

Computer Skills

Software Proficiency



SketchUp



Microsoft Word



PowerPoint



Cabinet Vision



Excel



QuickBooks

- Website design, implementation, and publishing
- Technical: PC maintenance, repair, assembly, and part replacement

Education

University of Memphis: University College

Bachelor of Professional Studies concentrating in Environment & Entrepreneurship

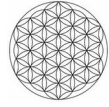
Graduated 2013

Construction Experience

- Concrete and forms
- Framing
- Sheathing
- Insulation
- Siding
- Drip edge, fascia, soffit
- Window replacement and repair
- Shutters
- Roofing (Decking, Felt, and Shingles)
- Flashing and metal breaking
- Door hanging, casing and thresh hold repair
- Sheetrock installation, patching, and mudding
- Baseboard and shoe molding
- Screening
- Decking
- Painting/finishing
- Furniture design, construction, and restoration
- Demolition

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Work Experience

Construction Laborer

Art Construction

2003 - December 2015 (12 years)

Memphis, Tn.

Remodeler and Carpenter Andy Sziraky

Responsibilities

- Organize tools and materials in preparation for each job
- Demolition and cleanup in preparation for remodels or repairs
- Cutting, routing, and sanding materials
- Painting/Staining, assembling and preparing materials
- Installation, repairs, and new construction
- Cleanup and re-organization

Accomplishments

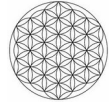
- Being as efficient and independent as possible, allowing the contractor to focus on his role
- Repaired and remodeled many homes together
- Made renderings and plans for several jobs

Skills Used

- Carpentry, endurance, organization, teamwork, and critical thinking

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Construction Laborer

Construction Creations

June 2013 - December 2015 (2 years 7 months)

Memphis, Tn

Webpage: www.Ccreations.info

Contractor and residential builder, Zach Brown

Responsibilities

- Prepared for the job by making sure all of the necessary tools and materials were loaded and brought to the job site
- Performed various tasks, from window repair, fascia repair, siding, demolition, and installing baseboard and trim
- Maintained a clean job site
- Packed out all tools and extra materials

Accomplishments

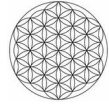
- I designed the webpage for the contractor I worked with. We finished several remodels together and repaired many aspects of his customer's homes.

Skills Used

- Carpentry, endurance, organization, teamwork, and critical thinking.

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Window and Door Rescreening and Custom Building

ACE Hardware

February 2016 – July 2017

Scottsdale, Az.

Hardware Retail and Services

Responsibilities

- Working with clients to take orders and contact upon completion
- Rescreening and custom building of window screens and sliding door kits
- Maintaining a clean job site, tuning up tools, and inventory
- Helping customers in the store with various projects
- Cutting keys and glass and other services provided by ACE

Accomplishments

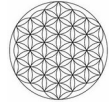
- Learning the subtle tricks involved with screening, and becoming competent in working with difficult frames
- Being on top of turnaround times during a high-volume season

Skills Used

- Carpentry, endurance, organization, teamwork, customer service, and critical thinking

Drew Sziraky

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Owner/Manager Window and Door Rescreening and Custom Building

Superior Sun Screens

July 2017 – September 2018

Scottsdale, Az.

Webpage: www.SuperiorSunScreens.com

Small Business Startup and Management

Responsibilities

- I managed estimates, sales, assembly, installation, and books
- I managed our books through quick books, learning skills such as account reconciliation, invoice creation, and expense categorization
- Rescreening and custom building of window screens and sliding door kits
- Maintaining a clean job site, tuning up tools, and inventory

Accomplishments

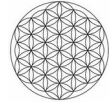
- I designed and built the equipment and work spaces that we used, including a miter saw station, work table, frame organization, fabric hanging rack, and more
- I designed and created the website, www.SuperiorSunScreens.com

Skills Used

- Carpentry, endurance, organization, teamwork, customer service, and critical thinking
- Business management and start up
- Sketchup design
- Website design and creation

Drew Sziraky

<https://drewsziraky.com/>



Office Administrator & Project Manager

Closet & Storage Concepts Phoenix

February 2019 – Currently Employed Here

Scottsdale, Az.

Webpage: <https://www.ClosetandStorageConcepts.com/Phoenix-Arizona/>

Small Business Management & Project Management

Responsibilities

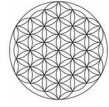
- I managed lead reach out, reconciliations, invoicing and receivables, bill payments, and project organization
- I managed our books through quick books, further developing skills in account reconciliation, invoice creation, and expense categorization
- Created Project books for in house projects and for the Optima Kierland Project. I managed the project organization, ordering, and invoicing.

Accomplishments

- I hold the title of Project Manager on CSC's largest project to date, the Optima Kierland Condos, where we installed the closet systems for over 200 units.
- I organized and managed the job files for each unit. Developed an agenda to track the status of custom requests. Created the project books and printed material for the installers to use with each unit, coordinated with the foreman and finish trade project managers of the Optima team to manage punch items, change orders, and service scheduling for lifts and dock times.
- I managed invoicing and billing for this entire project. Learning commercial construction billing procedures, progress billing, and retention policies.
- I caught the reconciliations up from 2018-2019 and maintained them through 2020. Cleaning up the accounts and organizing our expense categories to streamline and organize the business to use the tools available in Quick Books more effectively.
- Completed the OSHA 30-hour certification course and exam.

Skills Used

- Organization, teamwork, customer service, and critical thinking
- Business management and administration
- Customer Service and developing vendor relationships
- Business Document creation in Excel and Word
- Design, plan reading, construction knowledge, and problem solving



Key Projects of 2015

Screened in Patio with Art Construction

- Design and rendering in cooperation with builder
- Demolition of old structure
- Site and material preparation and staining
- Framing, screening, and touch-up staining

Lakeside Dock with Construction Creations

- Demolition of damaged dock
- Setting new piers
- Framing and decking

Hydraulic Boat Ramps with Construction Creations

- Off-site ramp frame assembly
- On-site installation of framing and hydraulic system
- Decking and carpeting ramps

Retaining Wall with Art Construction

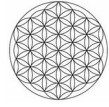
- Removal of damaged retaining wall and posts
- Excavation and leveling of soil
- Digging post holes for footings
- Constructing forms for concrete

Construction Creations (www.CCreations.info) Website Design and Publishing

- Created the general layout
- Written descriptions of each subsection
- Organized and uploaded photo albums
- Published the webpage

Drew Sziraky

<https://drewsziraky.com/>



Key Projects of 2016

Several Large Screen Projects for Kobus Ace Hardware

Work Space Redesign Proposal

- Taking measurements and providing the estimate
- Arranging and accepting payment through Point of Sale
- Assembling and installing the screens
- Planning and designing the work space layout
- Designing tool and equipment table upgrades
- Creating an accurate estimate for each project and total proposal

Key Projects of 2017 and 2018

Many Large Screen Projects for Superior Sun Screens

- Taking measurements and providing estimates
- Arranging and accepting deposits and payments
- Assembling and installing screens

Work Space Design and Build

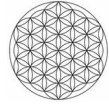
- Designing and building the work space and each of the pieces of equipment

Website Design and Build

- Designing, building, and publishing the website www.SuperiorSunScreens.com

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Key Projects of 2019 and 2020

Many Large Closet and Custom Cabinetry Projects for Closet & Storage Concepts

- Managing lead reach out and designer appointment scheduling
- Managing payments, invoicing, and document creation
- Project ordering and document organizing

Optima Kierland Condos Closet Assemblies Project

- Project Management from start to finish
- Organized and managed job files for over 200 units
- Business document creation
- Managing buyer change requests and quotes
- Invoicing and billing for contract work and custom work
- Coordination with project foreman of both companies

Website Design and Build

- Designing, building, and publishing the website [DrewSziraky.com](https://drewsziraky.com/)