

Cynthia C. VanTassel
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Career Goals: To bring my experience of multi-tasking, scheduling, following up, knowing my customers needs, vendor relationships, and communication skills to a company so that their facilities department can grow. Am willing to relocate.

NEW YORK & COMPANY Project Manager, Store Facilities Oct. 06- Jan. 09
450 West 33rd Street (Facilities Manager)
New York, NY 10001

- Oversee all R+M work in over 590 + stores that represents over 4.5 million in budget responsibility
- Review, dispatch and follow up on all store R&M repair issues from field personnel emphasizing safety, security and functionality where needed
- Reviewing and forwarding all CBR repair requests (over \$5000). Once approved, schedule the work with the field/vendor. Forward material requests to the Facilities Coordinator to order
- Available 24/7 via phone and e-mail for emergency R&M issues
- Work with field and mall personnel regarding leaks from outside sources
- Work with field, mall and GC to schedule work for outside sources
- Work with field personnel on elective (aesthetic) requests that translate in projects on a store by store basis
- Review and continually monitor the selected vendors who perform services for the company. Replace/upgrade as needed based on performance and price/value standards
- Maintain partnerships with all levels of field personnel (store, dsm, rom, rvp) and BHQ personnel
- Set up a Service Level Agreement for vendors/store personnel to understand the general timeframe for repair work
Worked with IT Department and Store Operations to set up a ticketing system for store personnel to report repair & maintenance issues
- Worked with CARRIER and LC&D Energy Management Systems. Worked to retro-fit store locations with energy efficient light bulbs
- Review and approve the R&M invoices over \$500 for accounting
- Review and approve the quoted R&M repairs over \$500 and issue a purchase order number. Maintain a purchase order log. Work with Finance to ensure all invoices are captured on the purchase order log on a quarterly basis
- Supervise the Facilities Coordinator

NEW YORK & COMPANY Facilities Coordinator Jan. 98 – Oct. 06

- Respond to calls from store personnel, District Managers and Regional Managers with regards to daily/emergency repairs and maintenance (all trades) and follow up for over 500 stores.
- Evaluate vendors and negotiate pricing. Work with vendor, store personnel to resolve issue/problem.
- Issue Purchase Orders for work over \$350, match to invoice and process invoice. Review, dispute, if needed, and forward invoices to Accounting for payment.

- Regularly communicate (via fax, e-mail) to Regional offices, District Managers, Store Managers approved service calls for repairs and maintenance. Follow up with their progress.
- Review and update Excel spreadsheet listing all service calls, with follow up and completion notes.
- Work closely with Store Construction Department and the New Store Coordinator with regards to warranty/construction issues.

PETRIE RETAIL, INC.
150 Meadowlands Parkway
Secaucus, NJ 07094

Store Maintenance Coordinator

Sept. 96 – Jan. 98

- Coordinate all repair and maintenance needs of approximately 500 stores.
- Perform follow up with vendors regarding open orders, schedules and work quality. Process invoices and resolve discrepancies regarding invoicing.
- Regularly communicate with District Manager and Territorial Vice Presidents to provide and gather feedback regarding repair and maintenance related issues.
- Coordinate all utility shutdown, sign removal and other incidences required for closing stores.
- Respond to emergency situations after hours.
- Worked closely with other departments regarding Loss Prevention, Real Estate and other issues.

H.M. STEVENS
Giants Stadium
East Rutherford, NJ

Souvenir Manager

1990 – 1995

- Ordered souvenirs for all events (concerts, soccer, football)
- Supervised over 100 souvenir vendors
- Maintained inventory and cash receipts for all events

More experience can be supplied, if needed.

References/Recommendations: www.linkedin.com/in/ccvantassel

EDUCATION: Associate Degree
Bay Path Junior College
Longmeadow, MA