SLAWOMIR "STEVE" KOPEC

OBJECTIVE: *A SKILLED TEAM LEADER WITH STAFF AND OFFICE MANAGEMENT EXPERIENCE LOOKING FOR AN OPPORTUNITY TO SERVE IN THE FEDERAL GOVERNMENT.*

SKILLS: TEAM BUILDING, OFFICE MANAGEMENT, ORGANIZING EVENTS, CUSTOMER SERVICE, MANAGING SCHEDULES AND A COMMITMENT TO IMPROVING THE COMMUNITY.

WORK EXPERIENCE:

AGATA & VALENTINA FOOD CORP - MAINTENANCE MANAGER
2015-2016
Oversaw and managed the maintenance of multiple refrigeration units.

- Handled repair and maintenance schedule and coordinated with various part and food vendors to ensure that food was delivered to correct refrigeration units and vendors efficiently repaired refrigeration units to maximize time

Maintained the various food and preparation facilities throughout New York.

- Oversaw the quality control aspect to maintain the highest standards when it came to coordination of refrigeration repairs and the routine maintenance of air conditioning units

Managed the fleet of delivery vehicles to ensure they were in the best condition possible.

- Managed the repair and maintenance schedule with a team of vendors and mechanics

Coordinated various repair and improvement projects between facilities.

- Oversaw and coordinated between multiple vendors, food delivery schedules and government officials to ensure large-scale projects were managed efficiently and legally

Kept in constant communication with management and any vendors in order to ensure budgets weren't exceeded and delivery schedules were on time.

- Implemented weekly meetings with management and outside vendors to maximize efficiency and to ensure that all levels of the company were on the same page in regards to improvement and repair projects.

HOUSING AND ESTATE MANAGER
2015-2015
Managed the day to day of a residential estate in Alpine, New Jersey.

- A "First in, Last out", mentality was needed to effectively oversee a large estate with so many moving parts.

Coordinated between multiple vendors to ensure efficiency of remodeling and improvement construction projects.

- Organized weekly meetings between estate staff, vendors, local officials and construction crews to maximize communication and efficiency.

Maintained and organized the master calendar of the estate.

- Oversaw the scheduling and management of the various repair and improvement projects throughout the estate. This was vital due to multiple private events being held there a week as well as making sure that projects did not affect each other or were duplicative in their end result.

Managed the estate staff, payroll and coordinated their schedules.

- Managed 2 dozen full-time staff members as well as hundreds of outside vendors and contractors during their time on the estate.
- Created work schedules for the full-time staff in conjunction with any projects or private events
- Oversaw the payroll process in order to ensure pay was correct and out on time

STEVE'S TOOLS IN MOTION - OWNER

2001 – 2012

Owned and operated a small business for over a decade

- Oversaw the bookkeeping of local, state, payroll and federal taxes
- Worked with large companies and corporations to ensure our tools were delivered and priced effectively
- Managed the contract process for large-scale orders

Managed a staff of 1 dozen full-time employees and dozens of part-time employees

- Managed the payroll and on-boarding process for all new employee's
- Created and maintained a bi-weekly schedule for all employee's
- Oversaw payroll for the company
- Held weekly meetings with management level staff to ensure communication and coordination of the business was as efficient and effective as it could be
- Organized monthly all staff meetings to listen to and work with anyone that had ideas and comments that could improve the business and maximize efficiency.

Spoke with customers and worked within the community on a daily basis

- Was the end point for all customer service issues
- Created a positive, customer-service oriented work environment
- Work with the community to give back through sponsoring events and charity drives