

MARY CATANZARO

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OBJECTIVE

Certified plant supervisor (8/07 AFE) seeking a position as **[insert target job title]**

PROFESSIONAL EXPERIENCE

Erickson Retirement Communities

General Services Operations Manager

Jun 2000 – Jan 2009

Corporate Operations Personnel

Jun 2006 – Jan 2009

- Supervised and directed operations for 19 Continuing Care Retirement Communities (CCRC's) across 10 states
- Designed, implemented, and reassessed Policy and Procedures, Program Descriptions, Job Descriptions, Training Programs, and Start-Up Timelines for multiple job functions
- Proactively initiated community start-up and pre-occupancy processes for 5 new CCRC's
- Coordinated with local community in sourcing, recruitment and development of high quality management personnel
- Carried out annual operational assessments for all general service departments at each community to ensure continued alignment with corporate standards
- Conducted relevant research such as a mock survey in the area of environmental care in line with development goals
- Negotiated cost savings with national vendors for vehicles and housekeeping/laundry supplies and equipment

Senior Project Manager/Project Manager/Purchasing Coordinator

Mar 2002 – Jun 2006

- Reviewed drawings and interior design specifications to ensure accuracy with respect to client specifications and compliance with company standards
- Authorized and supervised furniture and fixture orders for projects ranging from \$25,000 to \$750,000
- Minimized expenses and avoided unprofitable price increases through accurate identification of areas for cost reduction
- Coordinated deliveries with Construction, Operations and Installation personnel during pre-occupancy meetings
- Oversaw furniture and fixture installation for all new building openings and relocations within existing buildings and managed onsite installers
- Acted as liaison between furniture installers and construction personnel during installation, following up on all pending issues until project completion

Charlestown Retirement Community

Corporate Operations

Jul 2000 – Mar 2002

Purchasing Coordinator

Oct 2000 – Mar 2002

Assistant Purchasing Coordinator

Jul 2000 – Oct 2000

- Managed department orders and vendor relations and negotiations
- Monitored corporate cell & pager plans and provided support to community coordinators
- Prepared and processed new community equipment start up orders

EDUCATION

University of Maryland, University College, Adelphi, MD

Master in Business Administration

May 2007

GPA: 3.72/4.00

State University of New York College at Fredonia

Bachelors of Science in Communications major in Media Management

May 2000

Cum Laude

References are available upon request