

# DONALD J BOYCE JR

230 Cable Lake Circle, Carolina Shores, NC · 860-637-2426

[Donbo41@yahoo.com](mailto:Donbo41@yahoo.com)

## INTANGIBLES

Professional demeanor with sound judgement and decision making abilities  
Display high levels of integrity, reliability, and dependability  
Passionate about delivering on a promise  
Excellent verbal, written, and negotiating skills  
Superb time management skills  
Pass drug screening  
Embrace team concept and capable of working with a wide range of people  
Adhere to company policies and procedures  
Valid drivers license and valid insurance (excellent driving record)  
Selfless and empathetic, service before self  
Maintain professional interaction with coworkers, vendors, and new and existing customers  
Superb team management skills with an ability to stay on task and follow through to completion  
Train, oversee and manage peers  
Ability to deliver projects on time & within budget  
Ability to read blueprints  
Working knowledge of MEP codes & installation methods  
Computer literate (Office, Word, Excel, PowerPoint, xactimate, Leap, I360, Provia, Infinity Designer)  
Able to quickly process and retain information

## EXPERIENCE

8/2022 - PRESENT

**OUTSIDE SALES CONSULTANT & PROJECT COORDINATOR, AIRESEV BRUNSWICK COUNTY, HOLDEN BEACH NC**

Interacting and engaging with new, current and previous customers. Evaluate existing heating & cooling systems in order to provide solutions for their heating and cooling needs. Estimate project costs, drawing up and executing contracts. Follow up and handle production issues while staying within the boundaries of all local codes, deadlines, and budget.

6/2006 – 3/2022

**OUTSIDE SALES CONSULTANT & PROJECT COORDINATOR, DIGIORGI ROOFING & SIDING, BEACON FALLS, CT**

Supervise residential remodeling projects while specializing in solving customer's issues, cost control, material & service coordination, meeting deadlines, estimating project costs, drawing up & executing contracts, handling production issues, interfacing with building officials & insurance adjusters, providing complete & concise paperwork to insure a profitable job. Handling any production issues while staying within the boundaries of all local codes, deadlines, and budget.

4/2003 – 6/2006

**OUTSIDE SALES CONSULTANT, HOME DEPOT AT HOME SERVICES, ATLANTA, GA**

Specialize in solving customer's issues, cost control, material & service coordination, meeting deadlines, estimating project costs, drawing up & executing contracts, handling post production issues, interfacing with building officials & insurance adjusters, providing complete & concise paperwork to insure a profitable job.

**6/1996-4/2003**

**OWNER & OPERATOR, CAFÉ BELLA VITA & RICHARD'S ON CHASE, BRANFORD, CT**

Owned & operated multi location fine dining restaurants. Specialized in managing all phases of a profitable business including cost control, inventory control, managed cash flow, managed staffing, interfacing with vendors, trained & supervised employees

**3/1993-6/1996**

**CONNECTICUT AWNING, WATERBURY, CT**

Positions included; sales, service, fabrication & installation of commercial & residential awnings

**EDUCATION, BA, UNIVERSITY OF CONNECTICUT**

#### **CERTIFICATIONS**

- Certainteed Master Shingle Applicator, Wizard, Tenured Member Certificate
- Certainteed Quality Master; Certificate
- Certainteed Master Craftsman Certificate Siding Program
- GAF Certified "Steep Slope Pro Field Guide Version 1.0 Test"
- GAF Master Elite; Certificate
- Professional Home Inspector Course (Inspection GO Academy)