

Frank Capozio

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Summary

A proven leader with experience in the management and customer service field. Have led teams and gained experience in managing projects for multiple municipal locations. Determined problem solver using creativity, organization skills and teamwork.

Experience

Property Worx LLC, Watertown CT, 06795

October 2023-December 2023

Property Superintendent.

- Position eliminated due to the winter season.
- Oversee multiple condominium properties.
- Conduct thorough exterior property and unit inspections.
- Maintain and replace signage throughout the properties.
- Enforce parking lot and property rules and regulations.
- Maintenance tasks including line stripping, painting, and restoration.
- Communicated with a team to resolve daily client concerns.

Big Lots, Waterbury CT, 06705 (Full Time, May 2015-2022) - (Part Time, December 2022-Present)

Furniture Sales Associate.

- Assist all customers in the showroom.
- Generated a customer service score of a 95% positive quarterly.
- Maintain up-to-date knowledge about vendor products, and store sale offers.
- Train and assist new furniture sales associate hires.
- Provide customers with information on methods of payment, leasing, credit, price hold.
- Create quotes and pricing for customers interested in furniture.
- File and tag products in the stockroom, and merchandise products in store.

Ironclad Services, Springfield MA, 01115

June 2019-September 2019

Assistant to Superintendent.

- Over saw and monitored the performance of 10 employees.
- Responsible for assigning daily projects for employees.
- Ensured reports were filed properly and submitted on time.
- Attended weekly board meetings.
- Reviewed and approved time sheets for employees.
- Received and maintained a Federal Department of Veteran Affairs security access to enter project locations, such as VA CT healthcare System.

Education

Post University, Waterbury CT 06708

Bachelor of Science Degree in Business Administration (Completed)

- Business Administration with a concentration in Leadership.

Technical Skills

- Microsoft Office.
- Procore Construction Project Management Software.
- ExakTime Time Tracking Software.
- P.O.S. Point of Sale Retail Software.
- Equipment Maintenance and Repair.
- Painting.
- Assembly.