

SEAN R. LISK

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OBJECTIVE: A position that will allow me to use my skills and experience in purchasing or estimating.

QUALIFICATIONS: Ten years of diversified operations experience • Management and supervisory experience • Budget planning and budget responsible • Purchasing including vendor negotiations • Estimating • Project management • Read and draw blue prints and wiring diagrams • Use AutoCAD • Contractor negotiations • Recruited, interviewed, hired, trained, and evaluated personnel • Write and interpret specifications • Extensive interaction with the architectural community • Generate bids and proposals • Establish pricing criteria • Create price books and estimate sheets • Extensive researching of information • Familiar with OSHA requirements • Known among my peers and employers for my organizational skills and ability to handle multiple projects •

• Effective trainer, mentor, and teacher. Trained staff in job duties, safety, estimating procedures, and product knowledge. Extensive crosstraining of personnel resulted in increased efficiency, improved morale, and a decrease in transience.

• Developed a computer generated data base purchasing system. This documented and controlled variances, generated invoices, and created a history of purchases.

• Restructured the vendor acquisition process which provided more cost-effective purchasing procedures and made the vendors more competitive.

SKILLS:

- Effective user of time management
- Skilled at researching information and reaching meaningful conclusions
- Ability to assign priorities when performing in a multitask environment
- Critical thinking skills
- Excellent verbal and written communications skills

EXPERIENCE:	SIGNATURE HOMES, INC. A general contractor. Director of Purchasing/Project Manager	WEST BERLIN, NJ 2004 to 2009
	LOUIS CAPANO & ASSOCIATES A general contractor. Estimator/Purchasing Manager	WILMINGTON, DE 2001 to 2004
	KEVIN SCARBOROUGH HOMES A general contractor. Estimator/Purchasing Agent	GIBBSBORO, NJ 1998 to 2001

EDUCATION AND TRAINING:	WEICHERT REALTY SCHOOL Real Estate License Preparatory Course	TURNERSVILLE, NJ 1997
	GLOUCESTER COUNTY COLLEGE Curriculum: Business Administration	SEWELL, NJ 1996 to 1997