

## **RICHARD J. ZENI**

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### **SUMMARY OF QUALIFICATIONS**

- Skilled in areas of project planning, development, and coordination of resources, consistently achieved goals on time and within a budget.
- Ability to analyze operations, develop standards and measure performance, productivity, and efficiency.
- Ability to communicate with people at all levels of responsibility.
- Computer literate - Advanced level MS-Access, Word, Excel and Power Point, Lotus Notes, Auto CAD
- A Project Management Certification and Six Sigma Green Belt Certification from Villanova University.
- Member of the National Association of Purchasing Managers.

### **PROFESSIONAL EXPERIENCE**

#### **QUANTA US HOLDINGS, New York, NY**

##### **Facilities Manager: 1/2005 - Present**

- Managed relocation of home office from 10 Rockefeller Plaza to 48 Wall Street.
- Responsible for requests for quotation and purchase of business machines, furniture, office supplies and stationary.
- All mailroom operations.
- Liaison to building management for security cards, porter service and maintenance.
- Created and maintain MS Access database eliminating duplicate information lists used for telephone directory, package tracking, archive files, invoice and budget tracking and employee H/R information.
- Eliminated stock room and changed to a "Just in Time" purchasing system to reduce waste and improve expense tracking, cutting supply expenses by 30%.

#### **RELIANCE INSURANCE COMPANY (IN LIQUIDATION), New York, NY**

##### **Operations Manager: 3/2001 – 6/2004.**

- Responsible for facility operations which included inter-office relocations, space planning, vendor maintenance services, porter services, security card system and liaison with building management.
- Managed all office services which included, purchasing, supply, mail services, switchboard and executive reception for approximately 300 employees.
- Participated in the liquidation process involving the systematic reduction of office space, furniture and equipment.
- Outsourced copy center operation eliminating two positions and decrease expense by 80%.
- Managed staff reductions in concurrence with work volume reduction.
- Coordinated wiring project of all workstations to CAT-5E cable to facilitate new file imaging system.

##### **Purchasing Manager: 9/1990 – 3/2001**

- Responsible for the day-to-day operations of purchasing, supply, and copy center functions, servicing 2 New York, plus 50 domestic locations, with over 1,800 employees.
- Issued bids for goods and services including furniture and business machines.
- Negotiated contracts for printed stationery, office equipment and supplies, coffee/vending and other support services, and making appropriate buy/lease recommendations.
- Implemented computer based inventory control and distribution of stockroom items.
- Developed and maintained *Purchasing and Copy Services User Guides* on Intranet site.
- Created and maintained MS Access database with user interface for company-wide inventory of office equipment.
- Coordinated with the Marketing department changing the company's product guide to in-house "print on demand" production to reduce cost and customize for individual agents.

#### **THE FALCONWOOD CORPORATION, New York, NY**

##### **Administrative Services Supervisor: 3/1989 – 7/1990**

- Supervised mail, cleaning services, reception, switchboard, and executive hostess functions.
- Purchased all goods and services.
- Liaison with Port Authority for security and porter service.

### **EDUCATION**

- Attended Business courses at the College of Staten Island and at Berkeley College. Continuing my education to achieve a BA in Business Administration.

- Currently attending classes for Project Management on line with Villanova University.