

FRANK GUTIERREZ

EDUCATION

Masters' Degree in Business Administration - Keiser University 2019

Bachelors' Degree in Business Administration minor in Marketing - Keiser University 2016

EXPERIENCE

Project Coordinator / D&D Home Solutions & Construction
December 2019-Current

- Schedule subcontractors, consultants, and vendors in critical path to ensure timely completion.
- Perform quality control duties and responsibilities regarding the work being performed.
- Ensure that subcontractor is fully executing and complying with his contracted scope of work.
- Coordinate required inspections with local jurisdictions.
- Identify subcontractor non-compliance with safety, health, and environmental quality standards.
- Identify conflicts in construction progress and communicate them to project team for resolution.
- Walk all units on project daily to monitor activities and assist in future planning.
- Issue notices of non-compliance to subcontractors in regard to quality of work or scheduling.
- Ensure that the job site is always kept in a clean and organized manner.
- Perform job progress and completion punch list identification and completion.

Secondary Functions:

- Assist in budgeting, bidding, contracts of homeowners and awards of subcontracts.
- Gather project material submittals and maintain records of approvals at the jobsite.

- Identify areas of work that are outside of subcontracted scope.
- Preside at pre-construction meeting with subcontractor and client.
- Opening the jobsite at beginning of the day and securing the jobsite at the end of the day.

PSR / Dental Care Alliance

August 2019- December 2019

- Explain policies, procedures, or services to patients using medical or administrative knowledge of such industry.
- Verify information and enter it into the system.
- Collect payments for services.
- Answer phone calls and assist patients.
- Schedule appointments.
- File paperwork.
- Verify Insurances

Youth Specialist (Supervisor) / Ft. Myers Youth Academy

April 2019- August 2019

- Ensured that the facility behavior management system is enforced in a consistent and fair manner.
- Participated as a member of the facility treatment team, assisting youth with meeting performance goals.
- Provided job shadowing to new employees and provided relief supervision of an individual's social environment.
- Provided safety and security to the facility through proper youth supervision.

Assistant to Superintendent/ Vineyards Construction

April 2018- March 2019

- Assisted Superintendent on daily tasks.
- Assisted in Scheduling of sub-contractors
- Made sure buildings were ready for county inspections

- Helped monitor daily activities and compile reports on progress.
- Helped inspect buildings for safety compliance and structural needs.

Freelance Marketing

Aug 2017 – March 2018

- Marketing Consultant for a small supermarket chain
- Overseeing of small marketing campaign, including logo creation, brochures and other marketing material for small local contractor.
- Managed marketing materials and Facebook for local church.
- Managed creation of marketing materials such as: Invoices, repair orders, billing documents, and business cards for local auto body shop.

Administrative Coordinator/ 3D Developer-Sanchez Architecture

Aug 2011 – Dec 2013

Scope: Coordinated 3D model creation for customer presentations while ensuring all costs were kept under stated budget. Engaged customer for total customer care satisfaction by being involved in the different aspects of model creation, budgeting, and project timelines as contracted with the firm senior management.

- Demonstrated project proposals to customers and worked details of projects according to customers preference and needs.
- Set meeting times according to customers schedule.
- Processed account payments.
- Created and sent invoices.
- Helped develop multiple structures at once that were pleasing to the eye and functional as well.
- Brought architectural plans to life for customers using 3D software.

Work Study | Keiser University

Dec 2013 – Dec 2016 Scope:

Residence Life Assistant

- Facilitated the social, academic and personal adjustment of students to the residence hall.
- Developed a sense of community among residents as members of a floor and active participants of the residence life system.
- Served as a positive role model to residents and peer staff members.
- Enforced rules and policies of residence Life.
- Liaison between residents and the University administration.

Pastoral Life Assistant

- Managed large teams with a common goal.
- Helped with community projects of San Marcos, Nicaragua.
- Provided English classes to children and teenagers ages 7-16.
- Assisted and organized materials in Church construction in local town.
- Made weekly visits to Senior citizen homes
- Occasional Recreation Programing
- Set up meetings.

LANGUAGES **Spanish** – Written & Spoken 100%
 English – Written & Spoken 100%

TECHNICAL **Hardware**
EXPERIENCE • Personal Computers (PC) Advanced Knowledge of Hardware components.
 • Laptops Advanced Hardware components.

Software

- Macintosh & Microsoft platforms.
- Knowledge of Microsoft's Applications such as:
Access, Excel, PowerPoint, Word, Outlook, Publisher.
Other Microsoft Programs of minor use but always open to learn if required.

- Canva (graphic design web tool)
- Adobe Photoshop (Intermediate level)
Photo restoration, brochures, business cards, abstract designs, etc.
- Home Designer Pro (Architecture Design)
- Facebook Ads Manager
- Word Press (Website Development)
- Wix (Website Development)
- Final Cut Pro (Video Development Software)

Certifications

CPR

First Aid

References available upon request.