

Richard Devine

Vestal, NY

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Highly motivated, detail-oriented with 7+ years of supervisory and management experience, providing excellent customer service with strong flexibility and time management skills.

Work Experience

Operations/Office Manager

Nuwave General Contracting - Johnson City, NY

October 2019 to August 2022

- Streamlined proceedings by coordinating vendors, subcontractors, and union employees on all job sites by utilizing an innate ability to understand human nature and what motivates people to work
- Effectively managed contracts and invoices by being detail-oriented, offering excellent customer service throughout all processes
- Displayed strong administrative skills by completing AP/AR, bookkeeping and payroll, bolstering productivity

Team Supervisor

Public Consulting Group (Remote) - Albany, NY

June 2020 to April 2022

- Responsible for coaching and direct supervision of 20 case investigators by applying strong communication and interpersonal skills, improving employee performance by 99%
- Partner with local health departments within NYS and NYS DOH through effective teamwork, contacting persons diagnosed with COVID-19 and conducting contact tracing
- Meticulously track progress with target goals using excellent organizational skills to ensure accuracy
- Coach and mentor 45+ employees while managing scheduling and payroll, optimizing business efficacy

Property Manager

Anthos Properties - Kirkwood, NY

August 2018 to October 2019

- Maintained an occupancy rate of 98% by overseeing the daily operations of a residential unit totaling 180 rental units, answering phones in friendly and professional manner
- Developed preventative maintenance program schedule through strategic planning, reducing future discrepancies by 95%
- Reconciled monthly budgets and capital projects using a strong numerical aptitude, minimizing errors in calculation

Regional Property Manager

Yorktowne Property Management - Endwell, NY

November 2015 to July 2018

- Managed the daily operations of 12 residential properties with a combined total of 228 rental units using excellent communication skills to provide top-notch customer service

- Directed 5 employees through active delegation
- Held the responsibility for rent collection, bank deposits, evictions, and income verification background by multitasking, keeping residents happy with the level of customer service
- Actively documented preparations such as leases, HUD vouchers, violations, and formal letters.

Foreman/Vendor Manager

SWBG Wholesale Inc/Unisource Management Corp - NYS
May 2008 to November 2015

- Supervised daily operations by maintaining the exterior of 6 commercial shopping plazas
- Demonstrated excellent leadership skills by motivating/ coaching 17 direct reports, promoting efficiency, time management with prioritization.
- Oversaw the completion of work orders issued by tenants and owners of the property by communicating effectively with clients and contractors,
- Inspected 14 additional shopping plazas within NYS and PA monthly, paying keen attention to detail to report any discrepancies or hazards to VP of Operations and shareholders

Education

High school diploma

Maria Auxilidora - Carolina, PR
August 1994 to May 1998

Skills

- Prioritization
- Excellent communication
- Bilingual
- Customer Service
- Administrative and organizational
- Time Management
- Facilities Maintenance
- IT Knowledgeable
- NIMS
- Microsoft Office
- Facilities Management
- Property Management
- Strategic Planning

Certifications and Licenses

AED Certification

CPR Certification

Groups

Vestal Volunteer Fire Dept

June 2006 to Present