

Anthony Vatterott
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Saint Louis, MO 63143
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PROJECT MANAGER

Objective:

Management liaison with purchasing, finance and operations functions with the goal of efficient, timely and accurate materials sourcing, contract integration and product delivery.

Key Skills:

Advancing business relationships using both traditional and IT-based workflow.
Responsive turn-around on procurements, design requirements and client service.
Excellent verbal, written, active listening and interpersonal communication skills.
Resourceful, analytic and critical thinking business aptitude.

Education:

Currently Pursuing a PHD in Business Administration at University of Missouri-St. Louis
3.33GPA

Degree Completion:

MA '10 Procurement & Acquisitions Management Webster University 3.83GPA
MBA '09 Business Administration Webster University 3.45GPA
BA '08 Marketing Management Webster University 3.24GPA

Certifications:

CERT. '10 Government Contracting Webster University 4.00GPA

Work Experience:

Guarantee Electric 2007-2010

Coordinate the daily activities of the Project Team on Commercial, Healthcare, Government, & Academic New Construction:

Manage materials selection including fixture selection, quantity, purchase and delivery.
Materials sourcing point of contact when selecting suppliers and negotiating terms.
Manage the daily supply chain of deliverable tools, gear and equipment.
Engage in pricing exercises to track changes in project scope and revise contract values.
Coordinate with estimators and field supervisors to price change orders.
Produce Requests For Information (RFI), Submittals, Change Order Requests, Purchase Orders, Materials Requisitions and Labor Reporting.
Participate in weekly scheduling and coordination meetings.
Communicate milestones and schedules to subcontractors while meeting budget goals.
Conduct take-offs for lighting, wiring, major gear and distribution.
Close-out job and facilitate turnover of project to owner.

Projects include:

Washington University Campus Expansion
Express Scripts High Volume Packaging Facility
SSM St. Clare Hospital
Centene Corporate Headquarters
The National Administrative Records Archive Regional Facility

Amusitronix 2006-2007

Engaged client/venue staff, supervised delivery & construction of exhibits, managed show labor and oversaw event presence for interactive displays including product information and collateral marketing for:

Pontiac/GM Family Reunion, Houston, TX
Wachovia, The Relocation Convention, The Hilton, Dallas, TX
Baytril Livestock Pest Control, Bayer, National Cattleman's Beef Association, Nashville, TN

The Dow Diamond & Great Lakes Loons Inaugural Season, Dow Chemical, Saginaw, MI
Proctor & Gamble Executives' Family Day, The P&G Headquarters, Cincinnati, OH
The Union League Chicago Annual Christmas Fundraiser Event, Chicago, IL
New Student Orientation Day, University of Wisconsin-Madison
Boston Scientific Employee Appreciation Day, Indianapolis, IN
Town of Creve Coeur Annual Family Fun Day, MO
Oerlikon Corporation AG, International Manufacturing Technology Show, Chicago, IL
The City of Las Vegas Halloween Family Night, Henderson, NV
St. Jude's Children's Christmas Event, St. John's Mercy Medical Center, St. Louis, MO

Various Production Companies 2004-2007

Teleprompter, Key Grip, Boom, Assistant to the Producer, Cameraman, and Director for:

BASF Chemical Company Corporate Communications, Brighton Agency/ITC, St. Louis, MO
Village Marina TV Commercial, Redline Productions, Lake Ozark, MO
Commercial for Circuit Court of The County of Madison, IL, Redline Productions, St. Louis, MO
Nestle Purina Puppy Chow TV Commercial, Turec Advertising/ITC, St. Louis, MO
Mastercard Corporate Communication, ITC/Redline Productions, St. Louis, MO
Autotire TV Commercials, Turec Advertising/ITC, St. Louis, MO
Command Performance Corporate Communication, Redline Productions, St. Louis, MO
Frontier Mortgage TV Commercial, Turec Advertising/ITC, St. Louis, MO
Europe Nightclub/Strikeforce Online Commercials, Shamrock Promotions, St. Louis, MO

Booked Voice Talent and Coordinated Production for:

GoBible Audio Bible, Smith/Lee Productions
Rolling Rock Website Audio, Smith/Lee Productions
Humane Society Radio & TV PSA, Smith/Lee Productions

The Jewish Federation of Metropolitan Chicago/Jewish United Fund News 2000-2003

Coordinate production and distribution of publications with circulation of over 100,000.
Generate leads & secure new advertisers.
Contract \$25,000-\$80,000 in sales monthly.
Increase advertising sales 6% or \$65,000/year
Organize agency and in-house contributions to layout & ad design.
Decrease Make Good Advertising from 12% to less than 5% saving \$20,000/year.
Develop production budgets and publication schedules.
Conduct press checks, write copy, proof ads and fulfill contract terms.
Reduce spending 15% or \$160,000/year by sourcing suppliers and streamlining production.
Manage day-to-day invoicing, accounts receivable and client service.

The Thomson Corporation 1999-2000

Production Associate, Freezone Kids' Website
Assisted production of transcripts and creative copy for interactive media, flash animation and online games.

Cinestory 1998-1999

Staff Intern/Writer
Coordinated marketing/reservations for the Annual Conference in San Francisco, CA
Coordinated submissions/judging for the Annual Screenwriting Contest
Wrote for Cinestory Newsletter
Coordinated Writing Workshops

ATT Wireless 1998

B2B/B2C Sales & Promotion at:
The Home/Garden Show
The Auto Show
The Boat/RV Show
Celebrity Golf Tournament at Algonquin Country Club
The Home/Garden Show at Greensfelder/Queeny Park