
ANTHONY VATTEROTT

7544 Woodland Avenue, Maplewood, MO 63143
314-620-5418 - anthonygvatterott@mac.com

PROJECT MANAGER

- Enthusiasm when planning, leading and coordinating people of diverse skill sets and knowledge.
- Adept within a results-oriented project structure with an emphasis on using the software technologies to coordinate logistics, manage project schedules and expedite procurements.
- Able to ensure process controls and standard operating procedures while innovating measurable process efficiencies in a courteous, professional manner.
- Formally educated in contracting, negotiations and pricing & supply chain management for both the government and private sector.

PROFESSIONAL EXPERIENCE

Guarantee Electrical **2007-Current**
Assistant Project Manager, Construction

- Manag dissemination of construction documents, Requests For Information, Change Orders, Value Engineering and Design/Build consultation between the field, project managers and subcontractors.
- Implement software-based critical-path and project management systems to improve communication between contractors, architects, engineers and administrators in planning critical path project activities.
- Conduct routine site walkthroughs and progress evaluations; interfaced with the Owner's Representatives to ensure value-engineering options are integrated, priced and completed.
- Coordinate start-up, commissioning, testing, inspection and training schedules.
- Manage major materials procurement through the supply chain from quote to receipt.
- Provide necessary oversight for remote information technology needs including wireless network management & troubleshooting.

Project Assignment History:

- 9/1/07-3/30/09 SSM St. Clare Health Center: Contract \$26 mil./800,000 sqf.
- 4/1/09-9/30/09 Washington University – Wohl & Elliott Hall: Contract \$2.5 mil./80,000 sqf.
- 10/1/09-2/30/10 Express Scripts High Volume Filler Facility: Contract \$3 mil./140,000 sqf.
- 6/1/09-5/30/11 GSA/National Administration Records Archive: Contract \$17 mil./600,000 sqf.

Rosen Optometry **2004-2006**
Medical Assistant/Optometric Technician

- Administered medical testing and screening to patients of a private practice of 7 Doctors. Included Explanation of Benefits, Medical Billing/Coding, and management of personal information within HIPAA standards.
- Performed daily balances and tracked sales and performance measures.
- 3 time Customer Service Employee of the Month.

Jewish Federation of Metropolitan Chicago **2000-2003**
Production & Advertising Coordinator – JUF News/JUF Guide to Jewish Living

- Coordinated the production and distribution of organization publications with a circulation of 100,000 or greater. Organized agency and in-house contributions to layout & ad design.

- Developed production budgets and publication schedules. Generated leads and secured new advertising. Conducted press checks, proofing and contract satisfaction.
- Supported the Sales Manager in the day-to-day operations including invoicing, accounts receivable and customer service.
 - Secured 25-50K sales monthly. Reduced printing expenses up to 15% by utilizing new printing technologies to streamline production.

SOFTWARE PROFICIENCY

Microsoft Office Professional, Adobe Creative Suite 4, Quark Xpress 8, Prologue Construction Project Management, ACT!, Viewpoint CS.

EDUCATION

Masters of Business Administration, Webster University '09	3.42GPA
BA – Management & Marketing, Webster University '08	3.24GPA