





Craig Regina

 Middletown, NJ 07748  (917) 612-5506

 CraigJRegina@Gmail.com

PROFESSIONAL SUMMARY

Results-driven Home Improvement Contractor with forward-thinking approach centered on company success and competitive growth. Demonstrated record of success in building successful teams and managing profitable operations.

SKILLS

- Contract Negotiation
- Marketing Campaign Development
- Contractor Negotiations
- Operations Management
- Contract Management
- Personnel Management
- Small Business Operations
- Problem Solving
- Quality Control
- Project Management
- Strategic Planning
- Time Management

WORK HISTORY

BUSINESS OWNER/OPERATOR

01/2021 to CURRENT

FTS Remodeling | Staten Island, NY

- Oversaw end-to-end business processes to maintain proficiency and profitability.
- Consulted with customers to assess needs and propose optimal solutions.
- Trained and motivated employees to perform daily business functions.
- Oversaw business budget planning and administration, accounting functions, purchasing, and bi-weekly payroll to handle financial needs.
- Put together realistic budgets based upon costs and fees for successfully operating business.
- Monitored staff performance, providing final-say assessment over inquiries.
- Prepared bank deposits and handled business sales, returns and transaction reports.
- Introduced new methods, practices, and systems to reduce turnaround time.
- Organized and attended trade shows and special events to showcase products, network with other businesses and attract new customers.
- Interacted well with customers to build connections and nurture relationships.
- Trained new employees on proper protocols and customer service standards.
- Assisted in recruiting, hiring and training of team members.
- Mitigated business risks by working closely with staff members and assessing performance.
- Negotiated price and service with customers and vendors to decrease expenses and increase profit.

BUSINESS OWNER/OPERATOR

02/2004 to 12/2015

Floodtech Solutions | Staten Island, NY

- Oversaw business budget planning and administration, accounting functions, purchasing, and bi-weekly payroll to handle financial needs.
- Served as primary point-of-contact with suppliers and contractors to achieve inventory expectations.
- Put together realistic budgets based upon costs and fees for successfully operating business.
- Monitored staff performance, providing final-say assessment over inquiries.
- Employed prompt decision-making and in-depth research to resolve issues.
- Served as principal stakeholder over organization's complete operations.
- Prepared bank deposits and handled business sales, returns and transaction reports.
- Adhered to regulatory and policy changes and made necessary adjustments to maintain overall success.
- Scheduled employees for shifts, taking into account customer traffic and employee strengths.
- Implemented business strategies, increasing revenue and effectively targeting new markets.