

Mark G. Cassara

*Qualifications for: **Retail and Commercial Flooring Store Owner***

Demonstrated professional offers over 19 years of experience maintaining a quality retail and commercial flooring store, which involved production, bidding, buying, selling and subcontract hiring and management. Consistently attains customer satisfaction. Areas of expertise include but are not limited to:

- Communications
- Influences and works effectively in an organization
- High level of interpersonal skills/integrity
- Project Management
- Strategic Thinker and execute Plans
- Leadership in a face-to-face and virtual environment
- Policy and Procedure Development
- Proposal Preparation
- Manages multiple initiatives simultaneously
- Training

Professional Contributions

- **Recipient of Chamber of Commerce 2011**
- **Town of Irondequoit 1992 Building of the Year**
- Manages up to 30 employees on a single project
- Conducts training as needed
- Collaborates with other retail suppliers
- Led projects worth 4.5 million dollars

Production

- Liaison between installer and customer
- Installation of product and services within a 100 mile radius of Rochester, New York

Bidding

- Submitted bids and award commercial job, which were successful as the sampling below:
 - 2000 homes for US Army 801 Project, Watertown Dimarco Construction
 - 300 Apartments Watertown, Resident Inn Albany, Spoleta Construction
 - Spry High, Josh Lofton, East High, Franklin, Testa Construction
 - In House Flooring Contractor, Strong Hospital, Rochester, New York

Buyer

- Negotiate best price whether it's a commercial or retail project

Sales

- Opened several commercial accounts, new home builders, and walk in retail traffic

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Career Profile

Hi-Style Development President/Owner

1985-Present

Construction Management and Design

- Inspects and oversees construction of plazas, rental property, sub-divisions, office buildings, and single family homes to ensure that procedures and materials comply with plans and specifications
- As landlord negated bank loans for construction and intermediate loans
- As property owner, wrote leases and oversees property maintenance and billed to prospective tenants
- Measures distances to verify accuracy of dimensions of structural installations and layouts
- Observes work in progress to ensure that procedures followed and materials used conform to specifications
- Examines quality of finished installations for conformity to standard and approves installation
- Interprets blueprints and specifications for Contractor (construction) and discusses deviations from specified construction procedures to ensure compliance with regulations governing construction
- Records quantities of materials received or used during specified periods
- Computes monthly estimates of work completed and approves payment for contractors
- Prepares sketches of construction installations that deviate from blueprints and reports such changes for incorporation on master blueprints.

Décor World President/Owner

1980-Present

- Shows customer design options and alternatives
- Writes up and places order
- Notifies customer and schedules installation
- Receives, stores, and issues supplies and equipment
- Compiles records of supply transactions
- Verifies that supplies received are listed on requisitions and invoices
- Stores supplies and equipment in storerooms and issues supplies
- Inventories supplies and equipment at end of each project
- Compiles report of expenditures

Professional Musician Saxophone (Tenor, Alto, Flute, and Vocals)

1956-Present

- Plays musical instruments as featured with his own band or as hired with others
- Books engagements, write arrangements and schedules various rehearsals
- Often contracts out as a studio musician for radio jingles
- Promotes own CD, Let's Talk Sax, made top 51 national air play in 2006

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Career Profile Continued

Kung Fu School

1973-Present

Grand Master Instructor

- Operates and instructs 25 students of Martial Arts in Rochester, New York State
- Primary Head Instructor
- Schedules classes
- Evaluates and ranks each student yearly
- Holds internal competitions