

**Cynthia C. VanTassel**  
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Career Goals: To bring my experience of multi-tasking, scheduling, following up, knowing my customers needs, vendor relationships, and communication skills to a company so that their facilities department can grow. Am willing to relocate.

**RSM Maintenance**  
461 From Road  
Paramus, NJ

Project Manager

July 09 - present

- Work with a 3<sup>rd</sup> party service provider dispatching and following up on repair and maintenance issues for various retail clients

**NEW YORK & COMPANY**  
450 West 33<sup>rd</sup> Street  
New York, NY 10001

Project Manager, Store Facilities  
(Facilities Manager)

Oct. 06- Jan. 09

- Oversaw all Repair and Maintenance work in over 590 + stores
    - Review, dispatch and follow up on all store R&M repair issues from field personnel and home office personnel emphasizing safety, security and functionality
  - Review and continually monitor the selected vendors who perform services for the company. Replace/upgrade as needed based on performance and price/value standards
  - Responsible for a 4.5 million budget
    - Came in at or under budget during tenure
  - Set up a Service Level Agreement for vendors/store personnel to understand the general timeframe for repair work
  - Worked with the Construction Department on small projects
    - Carpet/floor replacement
    - Cash wrap desk replacement
    - Store painting
- Worked closely with other departments regarding Store Operations, Loss Prevention, Real Estate and other issues
- Worked with CARRIER and LC&D Energy Management Systems
    - Worked to retro-fit store locations with energy efficient light bulbs
- Worked with IT Department and Store Operations to set up a ticketing system for store personnel to report repair & maintenance issues

**NEW YORK & COMPANY**

Facilities Coordinator

Jan. 98 – Oct. 06

- Respond to calls from store personnel, District Managers and Regional Managers with regards to daily/emergency repairs and maintenance (all trades) and follow up for over 500 stores.
- Evaluate vendors and negotiate pricing. Work with vendor, store personnel to resolve issue/problem.

- Issue Purchase Orders for work over \$350, match to invoice and process invoice. Review, dispute, if needed, and forward invoices to Accounting for payment.
- Regularly communicate (via fax, e-mail) to Regional offices, District Managers, Store Managers approved service calls for repairs and maintenance. Follow up with their progress.
- Review and update Excel spreadsheet listing all service calls, with follow up and completion notes.
- Work closely with Store Construction Department and the New Store Coordinator with regards to warranty/construction issues.

**PETRIE RETAIL, INC.**  
150 Meadowlands Parkway  
Secaucus, NJ 07094

Store Maintenance Coordinator

Sept. 96 – Jan. 98

- Coordinate all repair and maintenance needs of approximately 500 stores.
- Perform follow up with vendors regarding open orders, schedules and work quality. Process invoices and resolve discrepancies regarding invoicing.
- Regularly communicate with District Manager and Territorial Vice Presidents to provide and gather feedback regarding repair and maintenance related issues.
- Coordinate all utility shutdown, sign removal and other incidences required for closing stores.
- Respond to emergency situations after hours.
- Worked closely with other departments regarding Loss Prevention, Real Estate and other issues.

**H.M. STEVENS**  
Giants Stadium  
East Rutherford, NJ

Souvenir Manager

1990 – 1995

- Ordered souvenirs for all events (concerts, soccer, football)
- Supervised over 100 souvenir vendors
- Maintained inventory and cash receipts for all events

More experience can be supplied, if needed.

References/Recommendations: [www.linkedin.com/in/ccvantassel](http://www.linkedin.com/in/ccvantassel)

**EDUCATION:** Associate Degree  
Bay Path Junior College  
Longmeadow, MA