

Constance L. Curcio

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Objective

My prime motivation is to obtain a firm position with a company that possesses a strong commitment to continuous innovation, high quality standards, and dedication to its employees and community.

Experience

Junkboy Art 08/09 – 12/09 Cheyenne, WY
Founder and Co-Owner

- Created various pieces of art using all recycled materials
- Produced all natural soaps, lip balms, home décor and scented items
- Integrated into arts and crafts shows and networked throughout Colorado and Nebraska
- Developed website, Etsy Webstore and utilized Ebay for marketing purposes

CSXT Transportation 02/99 – 06/09 Jacksonville, FL
Maintenance of Way Coordinator – Manager, Engineering Logistics (Promotion)

- Manage/oversee the safe movement of ballast, rail, and equipment trains/routing
- Minimize operating expenses and maximize on time originations by premium profiling of trains
- Manage Locomotive Fleet to include scheduling maintenance to proper shops, assist in eliminating overdue FRA inspections and assure maximum resource utilization
- Monitor and track customer invoicing and negotiate vendor selection and relations
- Responsible for monthly and quarterly financial, data and statistical reports analysis
- Adhere to FRA and DOT regulations pertaining to hazmat shipments and safety
- Develop and maintain safety inspection programs, provide training and conduct safety audits
- Oversee clerical staff to include hire/fire and evaluation of personnel
- Procurement and inventory/supply chain management/control; transportation planning

Maintenance of Way Support Coordinator, Logistics (Promotion)

- Reporting/organizing information for daily calls and tracking trains
- Completion of various graphs/charts relating to System Production
- Oversee Safety Committee, coordinate monthly meeting, and maintain PPE inventory
- Monitor curfew compliance reports and coordinate with dispatching/field personnel to assure maximum results (tracking, reporting ballast quantities, cost control, etc.)
- Review and maintain F.R.A reportable and non-reportable incidents

Specialist, C&O Business Unit, Customer Support Relations

- Responsible for handling customer inquiries, resolving customer-related problems and multi-tasking
- Implementing plant switch requests and interchange reporting/work orders
- Maintain yard systems including track adjustments via CSXT mainframe

Transitions Optical 10/97 – 11/98 Largo, FL
Safety Specialist, Risk Management

- Organize/present monthly safety seminars to all employees and develop charted results
- Maintain compliance with OSHA/Hazmat regulations; claims investigation/resolution; various environmental testing; prepare graphs to analyze findings
- Oversee the wastewater operation treatment system, sample collection and maintain permits
- Develop and enforce safety programs and perform inspections
- Responsible for Standard Operating Procedure revisions and updating/executing safety initiatives

Microbiomedics, Incorporated

02/96-09/97

St. Petersburg, FL

Human Resources Director

- Responsible for development and distribution of recruiting materials for job fairs and online marketing
- Hiring and retention of staff and maintenance of all personnel files for all employees
- Maintaining excellent public relations with management, employees and outside agencies
- Direct management of all assigned employees and responsibility for high level of confidentiality pertaining to personnel information

Roo's Painting

03/86 – 09/97

Largo, FL

Founder and Co-Owner (Self-Employed Service Industry)

- Solicit and propose bids for commercial and residential work and responsible for all contracts
- Manage and supervise 23 employees and Inspect all work for quality assurance
- Responsible for all administrative/sales functions to maintain a service company
- Budget preparation and adherence and maintain customer satisfaction

City Center Hall Financial

03/84 – 07/89

St. Petersburg, FL

Property Manager

- Handle and resolve all tenant-related issues including lease disputes
- Attend depositions and work closely with attorneys to rectify legal issues
- Hire, evaluate and oversee up to 45 employees while maintaining over 800,000 SF of retail/commercial space
- Negotiate all new and existing contracts and settle outstanding accounts
- Oversee all leasing/sales activity and prepare operating budgets for properties

Education

FRA and CSXT Sponsored Certifications

- Safety & Operation Rules
- Environmental & Hazmat Safety
- Inventory Control & Utilization Management
- Basic Principles of Track Maintenance I & II (Railway Education Bureau)
- Project Management I & II (Baywood Technologies)

Real Estate Related Education

- St. Petersburg Junior College – Real Property Management I & II
- Real Estate License – currently inactive
- Real Property Administrator – 2 year Certification (Arnold Maryland)

Additional Education

- Florida Community College at Jacksonville – Microsoft Courses (Word, PowerPoint, Excel, Access)
- Boston College – Bachelors Degree - Business Administration
- U.S. Army Intelligence, Okinawa, Japan – Honorable Discharge, Morse Code Interceptor

Accomplishments

- Selected for and completed Associate Development Program – Mentorship
- Elected Vice President of Education for Business Owners and Managers Association (Pinellas County, FL)
- Elected Secretary for Painting & Decorating Contractors of America
- Developed and Published Standard Operating Procedures Manual for all properties of Hall Financial Group

Memberships

- Duval County Medical Reserve Corps
- Professional Business Women's Association
- CSX Diversity Committee
- Duval County Event Planning Association