

## CHARLES CONWAY

### WORK EXPERIENCE

**Hurley Bros. Roofing Corporation**, Tewksbury MA 12/07-present

*Estimator / General Manager*

- Responsible for the management of commercial roofing projects
- Track and coordinate logistics of jobs
- Deal with accounts receivables and payables, in addition to managing companies' financials
- Setting up new accounts and jobs, in addition to estimating projects
- Accountable for customer relationships
- Create and maintain specifications for all roofing projects
- Hire employees, monitor and execute payroll for the company
- Develop marketing strategies and advertising plans for the company

**Burlington Roofing**, Burlington, MA 08/00-12/07

*Roofer*

- Worked summers and weekends while attending school since the age of thirteen
- Performed various tasks while working on commercial roofing projects
- Developed roofing installation techniques and gained knowledge of different systems

### EDUCATION

**Bentley University**, Waltham MA

Bachelor of Science in Finance, May 2009

Liberal Studies Co-Major, American Perspectives

GPA 3.33 / 4.00, Dean's List

### PROFESSIONAL CERTIFICATIONS

- Construction Supervisor License, Master-Unrestricted Sheet Metal Worker, Occupational Safety and Health Administration (OSHA) 30-hr certification, OSHA 10-hr certification, Rigging and Crane Awareness Certification, Signal Training Certification, Class 4 & 7 Certified Operator, Powered Industrial Trucks

### SKILLS

- **Computers:** Microsoft Excel, PowerPoint, Word