

JOHN ZANNUTI

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OBJECTIVE

Continuing a challenging career within a progressive organization whereby I can utilize my experience and skills in contribution towards organizational goals and objectives.

EMPLOYMENT EXPERIENCE

CountryWide Homes Inc.

Senior Contracts/Project Manager

May 3, 2021– Present

Reporting to Vice President: of Construction:

- Managed a team of consisting of one project manager, project coordinator and two administrative assistants in the daily operations.
- Reviewing preliminary designs,
- Prepare and maintain construction budgets prior to sales openings.
- Prepare draft of projects features and finishes sheet.
- Managed the budget and tender process for upcoming projects.
- Updating scopes of work for the construction budgeting and tendering process.
- Corresponding with bidding trades and suppliers during the tendering process.
- Review tender analysis for all quotations.
- Negotiate all final contract prices.
- Re negotiate expired and amended contracts.
- Provided detailed costing for purchaser upgrades or extras.
- Review and approve all invoices.
- Software implementation manager for Constellation-Newstar program.

Cachet Homes Limited.

February 5, 2021 – April 23, 2021

Contracts Manager

Reporting to the Director of Construction

- Preparing project hard cost budgets.
- Assist in preparing project soft cost budgets with and Construction Manager.
- Tender execution for upcoming projects.
- Review and compile tender analysis for all quotations.
- Negotiate all final contract prices.
- Negotiate expired and amended contracts.
- Purchasing Agent for all construction hardware orders and soft cost expenditures.
- Purchasing agent for décor upgrade products.
- Preparing custom quotations for décor.
- Manage and maintain Newstar Product library
- Manage and execute all building permits.
- Manage and execute part lot control zoning permits.
- Preparing and distributing construction releases.
- Reviewing preliminary designs
- Updating scopes of work for the construction budgeting and tendering process.
- Corresponding with bidding trades and suppliers during the tendering process.
- Responsible for Health & Safety Program
- WSIB Claims Manager.

Experience with Newstar programs: Contracts, Purchase Orders, Décor Library

Arista Homes Limited.

July 17, 2017 – October 26, 2020

Projects Manager/Contracts Manager

Reporting to the Vice-President of Construction

- Preparing project hard cost budgets.
- Assist in preparing project soft cost budgets with V.P of Construction and Construction Manager.
- Tender execution for upcoming projects.
- Review and compile tender analysis for all quotations.
- Negotiate all final contract prices.
- Negotiate expired and amended contracts.
- Purchasing Agent for all construction hardware orders and soft cost expenditures.
- Purchasing agent for décor upgrade products.
- Preparing custom quotations for décor.
- Manage and maintain Newstar Product library
- Manage and execute all building permits.
- Manage and execute part lot control zoning permits.
- Preparing and distributing construction releases.
- Reviewing preliminary designs
- Updating scopes of work for the construction budgeting and tendering process.
- Corresponding with bidding trades and suppliers during the tendering process.
- Responsible for Health & Safety Program
- WSIB Claims Manager.
- Experience with Newstar programs: Contracts, Purchase Orders, Décor Library

The DiLuca Group / Falconcrest Homes

February 1, 2016 – July 2017

Contracts Manager

Reporting to the Vice-President

- Preparing and maintaining model budgets.
- Tender trade prices for upcoming projects
- Review and compile tender analysis for all quotations.
- Negotiate all final contract prices.
- Re negotiate expired and amended contracts.
- Reviewing preliminary designs,
- Updating scopes of work for the construction budgeting and tendering process.
- Corresponding with bidding trades and suppliers during the tendering process.

CountryWide Homes Inc.

March 2013 – January 29 2016

Contracts Manager

Reporting to Vice President: of Construction:

- Managed a team of two assistants in the daily operations.
- Prepare and maintain construction budgets prior to sales openings.
- Managed the tender process for upcoming projects.
- Review and compile tender analysis for all quotations.
- Negotiate all final contract prices.
- Re negotiate expired and amended contracts.
- Reviewing preliminary designs,
- Updating scopes of work for the construction budgeting and tendering process.
- Corresponding with bidding trades and suppliers during the tendering process.
- Provided detailed costing for purchaser upgrades or extras.

CountryWide Homes Inc.

Design Studio Manager

January 2012 – August 2013

- Managed a team of five consultants and its daily operations.
- Conducting purchaser seminars; welcoming purchasers and introducing the processes of structural and selections appointments.
- Updated and maintained studio products and offerings.
- Review and approve all selection packages.

CountryWide Homes Inc.

Project Manager: Navision / Contracts Coordinator

January 2011 – December 2011

- Implementing of future database modules.
- Managing costs and retail prices for purchaser extras.
- Corresponding with accounting department regarding costs.
- Sourcing out products for the Design Studio
- Negotiated pricing with trades and vendors.
- Approving vendor invoices pertaining to purchaser extras.
- Reviewing and approving lot selection packages completed by the Design Studio Staff
- Corresponding with design staff upgrades or extras can be made or offered to the models.
- Creating and entering coding system of work items that will allow the tracking construction trade performance on a production schedule. This will also link the After Sales Service module in Navision.
- The entering descriptive model data: such as house types, areas, and square footages per project.
- The entering of product information and product costing for upgrades and extras that pertinent to colour chart selection process.
- Updating, revising and maintaining the catalogue system on a project by project basis.
- Training the Design Studio Staff on using the catalogue system
- Training other staff members on Navision and how it relates to their departments.

EDUCATION

George Brown College of Applied Arts and Technology

- Construction Engineering Technology – Management Diploma 1994

- Construction Engineering Technician – Management Certificate 1993

Seneca College of Applied Arts and Technology

- Civil Engineering Technician – Management 1992

SKILLS

- MS Office applications: Word, Excel, Outlook, Navision, Constellation Newstar

REFERENCES ARE AVAILABLE UPON REQUEST

