**Ardit Bego**

Email: ardit5000@gmail.com

Phone: (978) 401-8168

**PROFICIENCIES**

* Microsoft Word, Power Point, scheduling, conferences, meetings, budgets
* Management and organization

**EDUCATION**

* Salem State University – English Proficiency, Salem, Massachusetts

**EMPLOYMENT**

**Norside Construction**

1/2020 – present Construction Administrator Boston, MA

* Work closely with architects/engineers for multi-family foundations strip drawings and submit to DOC for review and approval.
* Assist with a variety of duties to include Division's job starts process, processing critical forms and posting of documents in a timely manner, compiling and updating reports, data entry, ordering tools and parts, completing delivery order of parts for customer
* Help with the building and design of major construction projects on homes and small restaurant establishments.
* Schedule and coordinate meetings, appointments, etc. for Construction department, as needed.

**Boston Market Inc.**

12/2018 – 01/2020 Assistant Manager Boston, MA

* Appoint, hire, and mentor new staff members to cashier, cook, and cleaning positions.
* Train and help with cashier, cooking, and cleaning during staff call outs and new recruits.
* Ensure customer satisfaction, timely deliverables, opening and closing the store on time and staying later to benefit customer needs.

**Bambolina**

08/2013 – 10/2018 Pizza Maker and Staff Supervisor Salem, MA

* Greet customers in person and over the phone while managing sales transactions and store front responsibilities.
* Early arrival to work for preparation of over 500 pizza doughs a day and specialty sauce to support client demand and unique custom orders.
* Managing all food order slips and ensuring that customers’ orders are completed in a timely manner.
* Monitoring inventory and placing orders for more supplies as needed.

**VOLUNTEER**

* Prepared and packaged meals for families in need in the Boston, MA area.
* Volunteer pizza making (Pizzaiolo) instructor at restaurant.