

Sandra D'Arrigo

OBJECTIVE: Dedicated and hardworking manager with proven leadership and organizational skills seeking to utilize extensive background in management to help an organization operate in the best interest of all of its stakeholders.

EDUCATION:

Master of Business Administration, Golden Gate University; 1988

Bachelor of Business Administration in Human Resource Management and Business

Management, Kent State University; 1983

Magna Cum Laude

WORK EXPERIENCE:

D'Arrigo Brothers Company of CA.

2006-present

Volunteer Project Manager

Construction of Corporate Office in Salinas, CA. Hands-on manager who collaborated with architect, general contractor, interior designer, numerous subcontractors and furniture vendors, President, and Vice Presidents to complete \$12.5 million project as scheduled, on time. Directed, bid, and evaluated for quality and cost all finish materials. When family members expressed interest in project finish details, facilitated a team-oriented approach to involve participants and manage various personalities successfully. Remained focused, results oriented, and always maintained optimistic and calm outlook while under pressure throughout construction.

Construction of Yuma Office in Yuma, AZ. Managed project and worked with President, Yuma Vice President, general contractor, and various subcontractors to complete \$1.5 million project within budget as planned. Led exterior and interior design and selected, bid and evaluated all finish materials and furnishings. Coordinated and managed all vendor installations. Designed landscape, bid and selected merchant, oversaw installation, and set up maintenance contract.

Numerous Remodels of Corporate Office. Operated in partnership with architect, general contractor, subcontractors, and furniture vendors to renovate work place and complete various projects totaling \$3 million. Created and maintained comprehensive project spreadsheets by applying strong Office and Excel skills to communicate project punch lists, set deadlines, and assign responsibilities. Utilized excellent communication skills and teamwork to solve problems encountered. Exceeded expectations of department employees to create a comfortable and quiet workplace.

Volunteer Facilities Manager

Manage contracts and contractors including Steinbeck Cleaning Service, Green Valley Landscape, Office Design & Interiors, and various security companies. Under direction of the President, make sure the corporate surrounding work environment meets the needs of the people that work there by maintaining them to be problem free and safe so employees can work under the best conditions. Plan and coordinate all installations and remodels. Manage and upkeep office to meet health and safety standards.

McCormick & Co., Inc. 1986-1992

Safety, Training, & Employee Relations Manager; Non-union facility with 500 employees in Salinas, CA

Responsibilities included providing advice and counsel to managers to help promote positive employee relations, coordinated and facilitated training programs, administered wage and salary compensation and benefits, managed all phases of the employment process, developed and maintained a sound organization program to promote safety and health, monitored and controlled all workers compensation claims and all interactions with attorneys.

Frito Lay, Inc. 1985-1986

Employment Manager; Union facility with 550 employees in Topeka, KS

Responsibilities entailed exempt, non-exempt, and hourly staffing, training and development of all employees, managed the plant safety program, coordinated physicians, insurance company, and attorney communication, administration of employee benefit plans, management of equal employment opportunity and affirmative action.

Frito Lay, Inc. 1983-1985

Production Supervisor; Non-union facility with 650 employees in Charlotte, NC

Departmental assignments in both Corn Products Processing and Potato Chip Casing, entailed a thorough understanding of managing employee performance for hourly employees, maintaining quality, controlling costs, providing 100% service to sales, applying technical knowledge to maintain equipment and insuring excellent sanitation and housekeeping.

TRAINING & FACILITATION SKILLS & CERTIFICATES:

Total Quality Management	Creative Problem Solving
Quality Awareness Training	Group Action
Managing Relationships at Work	Interaction Management
Performance Appraisal Training	Interview Techniques

PHILANTHROPY & AWARDS

Sacred Heart Finance Committee

Our Lady of Mount Carmel Finance Committee

National Philanthropy Day 2008. Recognized for outstanding contribution to Palma High School Leadership Cabinet for Palma High School; led team in raising five million dollars for facilities improvement

Washington Union School District 2006. Recognized for outstanding contribution to the students of the district; led team in getting a parcel tax on the ballot for the district

Palma Varsity Swim Team, Volunteer of the Year Award

Palma Water Polo Team, Volunteer and scorekeeper for six years

San Carlos Cathedral, Loaves and Fishes Volunteer providing fresh vegetables for the homeless since 2007