

Dan W. Conway

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Dewey, AZ 86327

**Commercial & Residential / Flooring & Wall Estimator / Administrator / Project Manager
Software Power User In Sage 50, Sage 100, Sage 300 Training & Support / Complete Book Setup /
E-Verify & Payroll Ready / Double Entry Construction Accounting**

Outline of Actual Hands-on Work Expertise:

Expert Business Management, Administration & Accounting

- Efficient with Takeoff & Estimating Software – Own 3 copies of Etakeoff
- Database Management, Inventory & Pricing
- Parts & Assemblies Programing
- Bidding & Estimating
- Inventory Management
- Website Builder & Content Writer & Search Engine Visibility Management
- Social Networking Deployment
- Web Based Programing – Online Sales
- Job Costing Management
- Company Network Admin
- Accounts Payable & Accounts Receivable Management
- Payroll Setup & Management
- General Ledger Setup – From Existing or New
- Double Entry Accounting
- Project Management

Extremely Efficient In Computer Hardware & Software

- Efficient User in Web Based Job Plan & Specs, McGraw Hill, The Blue Book
- Computer Hardware & Software Trouble Shooter
- Semi Pro Photographer
- Dreamweaver Efficient
- Accounting Software, Peachtree, Dac Accounting, Quick Books, Sage 50, Sage 100, Sage 300
- Able to Build & Upgrade Fileservers & Workstations
- Digital Camera Expert
- Adobe Lightroom Expert
- Power User, Programmer, Support & Tutoring in Sage Master builder - Now Sage 100
- Power User in All MS Office Programs
- Picture Management
- Windows 7 User

Master Installer / Experienced Project Manager & Management of / Change Order Expert

- Company Representative In Regards to Jobsite Inspections and meetings
- Experienced in Both Commercial & Residential Installations
- Extensive Experience in Mortar Bed Floors & Walls
- Efficient Forklift User
- Change Order Expert – I understand plans and specs and scope of contract
- Extensive Experience in Most TCA Installation Methods
- Familiar With Some OSHA Regulations
- Lead Ceramic Tile Installer
- Decorative Concrete Overlay Systems – certified in Elite Crete Systems
- Crew Management Expert, able to save 10% on Budgeted Labor
- Able to Write Jobsite Policies & Procedures
- Lead Granite Fabricator and Installer

Professional Experience

Last Ten Years – work history

2003 to Current

- 2003 – 2008 Prescott, Arizona’s Premier Tile Contractor, \$600,000 in custom tile contracting working from my home.
- 2009 – 2011. Working with Rincon Stone on Possible Merger, Reestablishing Past Clients, Bidding Commercial Tile Installations, Testing New Piece Schedule System for Granite Fabricators. Graduated top-of-class Elite Crete Systems Decorative Concrete.
- 2012 – 2013. Reestablishing AZCST back to Prescott, AZ. Introducing decorative concrete to Prescott.
- 2014 – Present. Looking for a rock-solid partner that is a Master Installer, he or she can lack the business skills needed to build a business – this is where I come in, to train and teach, and build an actual infrastructure first, then from there, the rest will be a big surprise. Building a company with value is fun and exciting but it’s not as easy as it sounds, if you already have employees that might be too comfortable and are not will to build the company with you, then these people are broken spokes and they will need to be replace. Building a company takes a team of talented and willing professionals. If you may be interested please send me your resume or drop me an email with you last 10 -20 years of work history....looking forward to working with you.

MANZANITA TILE, INC. - Tucson, Arizona

Business Consultant / Commercial Estimator / Administrator

6/2000 to 9/2002

- Implemented and maintained parts and assemblies for computerized estimating.
- Fine tuned tile estimates to maximize profits
- Landed \$100,000 Daewoo flooring contract, started, managed and completed job 20% under budget

CONWAY TILE COMPANY, INC. – Tucson, Arizona

Vice President/Treasurer / Administrator

1983 to 2000

- Implemented and maintained computerized accounting program, IT Systems and Infrastructure
- Maintained strong relations with banks and loan officers on credit lines, leases and loans.
- Trained new estimators on setting up project budgets and maintaining cost and purchase orders.
- Responsible for a \$600,000 to \$1,000,000.00 accounts receivable & maintained a 99% collection ratio.
- Interviewed new tile setters and helpers and hired them based on past history and skills.
- Setup merger with Tile Technicians in 1994 with responsibility in maintaining three sets of books.
- Responsible for all marketing and advertising. Wrote policies and procedures.
- Maintained a 233% growth increase. Trained receptionists and senior bookkeepers
- Implemented, setup and maintained digitized takeoff system.
- Maintained network for Novell 3.0 Netware.

CATALINA TILE COMPANY – Tucson, Arizona

Ceramic tile installer, helper and truck driver

1976 to 1983

- Learned blue print reading and learned how to put together ceramic tile takeoffs and estimates.
- Started as tile setter’s helper in 1976, became full-pledged tile setter in 1980.
- Worked off and on in all areas during the summers while going to school.

WHY HIRE NOW SUMMARY

How Can The Company Immediately Benefit From My Experience:

- Can learn business software at an alarming rate.
- Besides techniques - there is very little that I have not seen in a Mid-size subcontracting office.
- Will need very little training if any at all.
- love and have the ability to help and work with others.
- have the experience and business insight to aid in making those big decisions.

Education, Technical Courses and Training

Adobe Online

Dreamweaver CS5.5 2012 -Current

Adobe Online

Lightroom 1, Lightroom 2, Lightroom 3 2007 -2012

Online Plans and Estimating Software – Prescott, Phoenix & Tucson , Arizona

Efficient With Dodge Viewer , View 360, Etakeoff, The Bluebook, ect. 2003 - 2009

HANDS-ON EXECUTIVE EXPERIENCE – Tucson, Arizona

VP/Treasurer Conway Tile Co., Inc. 1983 to 2000

DRA SOFTWARE TRAINING – Tucson, Arizona – DRA Now New Horizons

Certificate of Completion, Microsoft Front Page 2000 2001

DRA SOFTWARE TRAINING – Tucson, Arizona

Certificate of Completion, Microsoft Word 97 1997

ARIZONA SOFTWARE, INC. – Tucson, Arizona

MS-DOS 5.0 & 6.0 Commands and Syntaxes 1985

SABINO HIGH SCHOOL – Tucson, Arizona

Graduate – Including 2 Years of Student Aid 1976-1979
Honor Roll Student in Welding & Machine Shop

Other key Fundamentals and Achievements

- Extensive software experience in MS Office 2000, Corel Draw, Adobe Lightroom 3.0 and other business applications including the ability to design and maintain company web sites and mail servers.
- Extensive hands-on networking experience working with Windows Peer to Peer, TCP/IP Networks, Novell Netware 3.0 and some experience with MS NT Server 4.0
- Extensive computer hardware experience including building state-of-the-art high-speed ESATA, SAS & SCSI servers and workstations. Extremely knowledgeable in computer systems hardware and software trouble shooting. Last High-end Workstation build July, 2008
- Currently studying Adobe Dreamweaver – already built two websites
- Has complete estimating workstation with professional takeoff software for use with potential employer
- Reliable Transportation, Drives 2006, F-550 4WD, Flatbed Dump

Hobbies and Interests

- Nature Photography & Tutoring
- Bicycle Riding
- Social Media
- Building Computers – Hardware & Software
- Hiking with Camera
- Yahoo – Flickr Account