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NovackRA@aol.com

**Rick Novack**

**Operations Manager**

**Profile:**

* Organized, detailed-oriented, and conscientious self-starter with the ability to strategize and prioritize effectively to accomplish and manage multiple task/projects while staying focus under pressure
* Experienced in developing, implementing, and managing projects
* Highly skilled listener and communicator with the ability to recognize customers needs and convey necessary information with clarity
* Computer skills include MS Word, Excel, Outlook

**Education:**

BS in Business Administration - Indiana University of Pennsylvania-1980

**Professional Experience:**

**Novack Real Estate Investments-Coppell, TX 1987-Current**

**Owner**

* Owned and managed numerous residential and commercial properties
* Negotiated new and renewal leases
* Managed and maintained properties
* Handled build out, repairs, insurance and required permits

**Vonco Medical Products-Dallas, TX 2013-2014**

**Operations Manager/Consultant**

* Coordinated Warehousing, Shipping, Purchasing, Service, Refurbishment and Swimex operations in addition to Special projects
* Set up controls and procedures for warehouse operations, including writing of policy manuals and procedures
* Relocated business from a 36,000 SF building to an 80,000 SF building
* Managed building operations and fleet of vehicles
* Managed staff of 13 employees

**TX Holdings-Dallas, TX and Ashland, KY** **2010-2013**

**President/Consultant**

* Transitioned a public company from Oil and Gas to a Rail and Coal Mining Supply Business
* Generated revenues in excess of $2,000,000
* Managed transportation of equipment imported from China
* Managed warehouse and controlled inventory
* Closed out all Oil and Gas operations, including selling off leases and plugging non-operational wells

**Landstar Logistics-Lees Moving and Storage-Ft Benning, GA 2011-2012**

**Project Manager**

* Relocated multiple Armor Training Divisions and Patton Museum from Ft Knox to Ft Benning, GA
* Lead project manager responsible for coordinating receiving, unloading, inventory and quality controls
* Successful in shipping over 1150 truckloads and 7 trains with over 250 cars loads of equipment in less than 360 days

**Snacktime Vending Service-Coppell, TX 1998-2013**

**Owner**

* Developed new business for beverage and snack business
* Managed daily operations and all personnel
* Successfully built a start up company to $1.2 million in sales

**Addison Imaging/Speedy Printing Service-Addison, TX 1988-1998**

**Owner**

* Purchased quick print shop and converted to full commercial printing and specialty advertising company
* Increased sales from $200,000 to $3,500,000
* Managed staff of 35 employees

**Hi Tech Communications-Dallas and Houston, TX 1984-1988**

**Controller**

* Coordinated all aspects of accounting, including preparation of monthly financial statements for Board of Directors

**Centel Business Systems-Houston, TX 1980-1984**

**Accounts Payable Supervisor/Chief Accountant**

* Prepared and responsible for monthly financial statements
* Supervised department of 13
* Managed, controlled and audited $17 million of inventory

Private Pilot

Real Estate License

Insurance License

**References:**

Available upon request