

Donald A. Muscavitz, Jr.

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Experience

Owner/Operator – Property Management Business

August 05 – Present Donnybrook Home Services, Moultonborough, NH

- Manage subcontractors and employees in home maintenance projects
- Responsible for company administration, marketing and finance
- Provide cost estimates to homeowners for projects as requested, assisting in design as appropriate
- Consult with client base to solve existing problems and identify future needs
- Service to year-round and absentee homeowners

Estimator/Detailer/Shop Manager

June 93- June 05 Musky's Auto Body, Moultonborough, NH

- Writing collision estimates for customers/insurance companies
- Parts ordering/tracking
- Customer Service/Shop Management

Print Shop Apprentice – NHCTC-Laonia Co-operative Ed Program

November 98 – February 99 Miss Print, Meredith, NH

- Customer Service
- Inventory/Paste Up
- Assistant Pressman/Copy Services

Interim Assistant Office Manager

September 98 – November 98 Oliver Enterprises, Moultonborough, NH

- Customer Service representative in HVAC/Oil Company
- Writing up and scheduling furnace services & installations
- Light book keeping via Quick Books

Landfill Attendant – Fulltime Summer only position

June 98 – September 98 Town Of Moultonborough, Moultonborough, NH

- Processed recyclable materials
- General laborer
- Customer service

Education

New Hampshire Community Technical College, Laonia, NH

1996-2000

- Associates Degree in Graphic Design & Layout

Other

Computer literate in MS Word, Excel and PowerPoint. Quick Books. Adobe Photo Shop.

Member, Moultonborough E911 Committee (Active since 2005)

Member, Moultonborough Municipal Needs Committee (Active since 2005)

Member, Moultonborough Master Plan Update Committee (Active since 2007)

References

References are available on request.