

NICK DUNPHY

BUSINESS DEVELOPMENT MGR



Hard working, motivated professional with strong knowledge of building and repair techniques. Adept at solving problems quickly, excellent agility and endurance in high stress environments.

Exceptional customer interaction, strong business skills and time management.

Very comfortable exercising Team Leadership responsibilities between upper management and field staff.



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www.smartsitemanagement.com



BUSINESS DEVELOPMENT MANAGER

SMARTSITE, LLC
2017 - Present

Accounting and Reporting Duties - accounts payable/receivables, payroll, expense, cashflow, quarterly reports

Daily communication with vendors/clients regarding invoices, proposals, purchase orders, and administrative needs

Manage/Oversee all business accounts – inventory, equipment, insurance, office expense/supplies, licensing

Manage/Oversee UAS (Drone) Program

Marketing, Development and Administrative Tasks – merchandise, event coordination and management, proposals, technical support, meeting coordination

ACCOUNTS PAYABLE

FACCHINA
CONSTRUCTION
2015-2017

Respond daily to account inquiries from vendors and maintain vendor relations with excellent communication skills

Coordinate with managers and officers to ensure all invoices and expense accounts are properly coded and approved

Process invoices, print and prepare checks for departure

Defuse company-client invoicing/payment discrepancies

Facilitate successful internal and external audits through sound and thorough documentation

ASSISTANT SUPE

STEUART KRET
1994-2004

Coordinate day to day tasks with project managers/engineers

Facilitate/Manage/Lead tasks to laborers on my team

Assist project managers/engineers/subcontractors on site



EDUCATION

PART 107 CERTIFIED UAS PILOT

November 2017

UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE

Pursuing Bachelor's Degree of Accounting

June 2016 - Present

ASSOCIATE OF APPLIED SCIENCE - BUSINESS MANAGEMENT

COLLEGE OF SOUTHERN MARYLAND

May 2013