

Edward Kostiv

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702-378-2081

Willing to relocate: Anywhere
Authorized to work in the US for any employer

Work Experience

Assistant Director

VuShorus - Las Vegas, NV
October 2017 to Present

Oversee all operations in Hotel Procurement department. Assistant to Cice President And CEO. Coordinate and present meetings with hotels around the country and onboarding for services. Oversee development of new policies and procedures.

Branch Coordinator

Freedom Forever - Las Vegas, NV
April 2018 to July 2018

Coordinating each department within our Las Vegas branch (interconnection department, permitting department, electrical and roof work, site survey, etc.) to ensure each department was running efficiently and had all resources available to them. Performed weekly audits on each individuals pipelines, reviewing prior week's work and mapping out more efficient processes. Helped coordinate time management and facilitate successful solar installations and activations whole working with a team of thirty.

Office Manager

Radiant Solar Solutions
October 2017 to January 2018

702-379-8857

Office Manager/ Executive Assistant

Assisting the Owner and CEO of Radiant in all aspects of business. Filing records, filtering calls and scheduling appointments. Assisted in the permitting and inspection process dealing directly with the county and city building offices on a regular basis. Establishing clear lines of communication between our executive staff and sales representatives as well as to our customers. Worked hands on with Windows programs (ie. Smartsheets, adobe, excel, Word and more) Performed daily duties at the request of executive management and exceeded expectations. Guided solar installations from point of sale through construction process and approvals. Worked directly with local HOAs to receive approvals for installations.

Sr. Project Specialist

Tesla inc
January 2017 to October 2017

Assisting internal and external customers in moving projects forward. Aiding team mates with inquires and processes. Creating training exercises for SOP trainings weekly. Maintain consistent availability for assistance on the floor. Aiding Supervisors and utilizing team mate's strengths within a team environment. Providing feedback on team quality and aiding in department training. Maintaining a steady pipeline while serving as a role model for team mates. Taking on special tasks from management i.e. escalated customers, problem jobs, and shadowing with other departments. Represented the department in meetings and maintaining a professional relationship with others.

Solar Concierge

April 2015 to April 2015

Assisting both internal and external customers on moving solar projects forward. Aiding all new hires in the training process. Understanding the job flow and standard working procedures. Working well within a team environment and utilizing team mates' strengths. Full understanding of Microsoft Outlook and Solarworks as well as Zipline and other informational resources available to our department. Training and shadowing of new hires and assisting team mates when needed. Tour de Concierge business trip assisting Energy Consultants and Operations members in understanding the job and process. Serving as aid to any and all supervisors while motivating team to exceed department standards.

Club Manager

Laugh Factory

July 2012 to July 2012

Jorge Ruiz 7023364439

Shift Supervisor

Doorman, Usher, Customer Service, Crowd Control, Miscellaneous

Seating and greeting customers, maintaining nightly numbers, giving and receiving ticket sales, green room assistance and information help. Personal Assistant to such stars as Gallagher and Roseanne Barr, handling all personal requests and finances through the club

Shipping and Receiving Manager

Zia Record Exchange

June 2009 to July 2012

4503 W. Sahara 702 233-4942

Manager: Karl Hartwig

Shipping and Receiving

Register work, unit pricing, trade and pawn assessment, received and processed all new product, filing, artist in-stores, customer inquiries, Amazon.com product processing and shipping, customer service and information help.

CSA Agent

West Jet

August 2011 to March 2012

Served and assisted all travelers operating within our airline, answered all questions, handicap services, flight time maintenance and inquiry service.

Ticket Booth Assistant Manager

Comedy Stop at the Trop

June 2007 to May 2009

Sold tickets, handled all phone calls and customer inquiries, assisted bartenders, seated customers, cleaned showroom, register, training new hires and assisted comedians.

Lot Technician

Red Rock Harley Davidson

June 2006 to June 2007

Assisted the service writer and mechanics, detailed customer motorcycles and showroom motorcycles, maintained the shop and home deliveries.

Shipping and Receiving Manager

Barnes & Noble

December 2005 to June 2006

2191 Rainbow 702-631-1775

Manager: Jody Watson

Bookseller, Register

Handles customer inquiries, placed customer special orders, stocked shelves, organized and cleaned.

Back stock Manager's Assistant

American Apparel

September 2005 to June 2006

Processed shipments, stocked sizes, organized and maintained a functioning back stock, customer service and register operating.

Closing Manager

Atlanta Bread Company

September 2004 to September 2005

Handled customer issues, prepared and served food, cash drops and drawer balancing, placed. Supply orders and managed a staff of ten developing new systems to increase efficiency.