

Vincent Romano

Co-op Doorman

✉ vincent.romano@example.com ☎ (555) 207-4419 📍 New York, NY 🌐 linkedin.com/in/vincentromano-doorman

SUMMARY

Pre-war Park Avenue and Central Park West co-op doorman with 14 years across Rudin Management and Douglas Elliman portfolios. Discreet shareholder-first communicator fluent with board-meeting routines and house-rule enforcement.

EXPERIENCE

Co-op Doorman

2019 - Present

Rudin Management - 1185 Park Avenue

New York, NY

Pre-war 165-unit Park Avenue co-op.

- Coordinated lobby coverage for 14 board-meeting sessions per year with no service interruption
- Enforced house rules including renovation hours and freight-elevator scheduling for 85 active shareholders
- Discreetly logged 6,800 packages annually via Luxer One with 99.6% retrieval accuracy
- Trained 3 incoming doormen on the building's quiet pre-war service tone

Doorman

2014 - 2019

Douglas Elliman Property Management - 25 Central Park West

New York, NY

Pre-war 174-unit co-op on Central Park West.

- Greeted 220+ shareholders and approved guests during peak afternoon shift
- Maintained 32BJ-aligned customer service standards across 5 consecutive years
- Coordinated freight elevator scheduling with the resident manager

Building Porter

2011 - 2014

FirstService Residential

New York, NY

Porter at Upper East Side rental tower.

- Maintained lobby and common areas through full 8-hour shifts
- Substituted as relief doorman for 90 shifts/year

SKILLS

- Co-op Shareholder Etiquette
- Board-Meeting Awareness
- House-Rule Enforcement
- Luxer One Package Logger
- Freight Elevator Coordination
- 32BJ Service Standards
- Quiet Discretion & Privacy

CERTIFICATES

32BJ Training Fund Doorman

2012

32BJ Thomas Shortman Training Fund

Active union certification.

FDNY F-80 Fire Safety

2022

FDNY

Active credential.

AWARDS

Rudin Management Long-Service Recognition

2024

Rudin Management

Honored for 5 consecutive years of co-op service.

HOBBIES

Pre-war architecture history