



Racanelli appoints Provetto as executive administrative assistant and Franzone as administrative assistant

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Kristine Provetto,
Racanelli

Maria Franzone,
Racanelli

Melville, NY Racanelli Construction Company, Inc. has appointed Kristine Provetto as an executive administrative assistant and Maria Franzone as an administrative assistant.

In this role, Provetto's responsibilities will include broad marketing activities, project management

support and customer service. She brings to the role experience in project management, customer service, operations and human resources.

Directly prior to joining Racanelli, Provetto served as a talent acquisition specialist/operations assistant with KForce Inc. There, she helped source candidates for the firm's financial services clients, managed candidate placements, researched and analyzed market trends, and developed related strategies and reports.

She also served as a project management/strategy analyst intern with Treacy Consulting (Dublin, Ireland) and an administrative assistant with ENT Associates of Nassau County.

Provetto holds a bachelor's degree in Economics from Providence College. While at Providence, she served as an economic student researcher in subjects relating to environmental economics, the economics of developing nations, economic forecasting and econometrics. Her higher education also includes studies in Economics at Macquarie University (Sydney, NSW, Australia) and studies in Psychology at Iona College (New Rochelle).

A community-oriented individual, Provetto has served as a Colleges Against Cancer Member and Providence College Pals Volunteer.

Franzone will be involved in various office administration tasks in support of the company's day-to-day operations. She brings a proven track record in the construction industry administration, office management and customer service.

Directly prior to joining Racanelli, Franzone was a pre-construction administrator with Engel Burman Construction. Her role encompassed many functions, including: documentation preparation for closings; contract documentation, distribution and status follow-up; ongoing liaison with project managers and maintaining weekly contract logs; bid documentation; scheduling of scope reviews for leveling processes; assistance with take-offs; subcontractor meetings; and preparation of project closeout documents, among others.

In addition to her position with Engel Burman, Franzone served as a construction administrator with Alure Home Improvements, and an office manager/bookkeeper with Integrated Construction Management.

Franzone's higher education includes Liberal Arts Studies at Suffolk Community College, working to earn an associates degree.

She is proficient in numerous software programs, some of which are industry-specific such as Sage Software 300 Construction and Real Estate, Building Connected, Marks System and Plan Swift.

An active member of the community, Franzone co-founded with family members, Kylefest's Toys for Toys, a 501(c)(3) not-for-profit foundation which provides toys and clothes to over 500 families in need during the holiday season.

