Construction Project Coordinator

ROBERT SMITH

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Objective

Purchasing, inventory control, budgeting, payroll processing, human resources, project management, accounts receivable and payable, billing/invoicing, shipping/receiving, and customer service. Superb organizational, prioritizing, and multi-tasking skills.

Skills

Microsoft Office, Project Management, Customer Service.

Work Experience

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ABC Corporation - September 2013 – May 2014

- Provided support to the Project Managers, Site Acquisition, and Financial.
- Coordinated the work of multiple project teams, engaged in the establishment and implementation of projects to support the Project Manager.
- Invoice reconciliation, database support for the order management system.
- Handled researching/submitting/reconciling chargeback and purchase order reversals.
- Entered and received materials and drivers in the Oracle system.
- Worked diligently to ensure all project barriers and risks are identified.
- Assist Contractors, Vendors, and Suppliers with orders and site questions or concerns.

Construction Project Coordinator

Delta Corporation - 2008 – 2013

- For the expansion and upgrade of the antenna network of this national corporation.
- Coordinated and managed capital, reserve, and operating projects for SAMLARC while providing administrative and field support for two project managers.
- Include preparation of RFPs and project specifications, preparation of project field reports, and submittal of written reports to the Board of.
- Worked in a multi-functional capacity that included attendance at Architectural Review Committee meetings and Covenant Committee meetings and review/.
- For several months, assumed a role as a project manager in absence of the acting project manager.
- Maintained department files on all projects, and other reference materials relating to construction projects Initiated all contracts for new.
- Worked with General Contractors gathering and compiling closeout documents.

Education

Bachelors in Business Administration - (Benedictine University)

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