

Objective

To obtain employment in which I can utilize my administrative and leadership experience to increase efficiency and develop systems that enhance a firms performance and increase it's profits.

Education

- Mohave Community College 1988 – 1991 *Liberal Arts: general studies; Computer Science; Business Management*
- Clark County Community College 1991 – 1994 *Computer Science: programming*

Experience

- **Addison, Inc.** May 2001 to current – Senior Estimator, Purchasing, Planning
 - Senior Estimator Prepare proposals for solicited jobs. Develop actual and conceptual budgets for negotiated work. Advise other departments or offices on construction costs.
 - Purchasing/Contracting Collect and analyze proposals and quotes, conduct evaluations with Project Managers, Owners, etc... Procurement of materials and services via purchase orders or contracts, including contract administration.
 - Design/Planning Develop project concepts with potential customers including drafting, budgeting, site investigations and consulting. Coordination of designs with architects and engineers, securing of permits and commencement of work.
 - Scheduling Development and maintenance of computer aided "CPM" format scheduling. Administration of schedules with subcontractors and suppliers. Consultation of owner relative to schedule.
 - Safety Develop, maintain and administrate safety programs for all "Addison Group" companies. Correct safety deficiencies, oversee ongoing compliance and resolve citations.
- **Central Christian Church** August 1999 to May 2001 -- Director of Building Services
 - Facilities Director Administrate Engineering, Maintenance, Landscape/Parking, Purchasing, and conference area setup. Lead directors of departments to the accomplishments of these areas. Develop and maintain volunteer ministries to assist in the accomplishments of these areas.
- **Allied Underground, Inc.** Aug. 1994 to Feb. 2001 -- Estimator; Project Manager.; Purchasing Dir.
 - Senior Estimator Develop bids from construction documents for Underground Utility Construction.
 - Purchasing Oversee costs of ongoing projects to maintain bid to procurement integrity.
 - Programmer/IT Admin. Various programming needs and software administration.
- **Lynx Construction** Sep. 1996 to Sep 1997 Controller
 - Controller Develop business and construction systems for startup grading contractor involved in a mass-excavation and crushing contract. Establish computer based accounting and bookkeeping systems and hire/train office staff to operate. Hire field staff for crushing operation.
- *Previous employment included general ledger accounting clerk, hotel auditor, radio personality, loan officer and sales representative for radio advertising, security systems, and various other sales positions.*