

Angela R. Chenaille

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OBJECTIVE

A career position which requires a motivated and dedicated individual, and a position where individual achievements and performance will be recognized, and thereby allowing opportunities for personal growth.

WORK HISTORY

GCM Contracting Solutions, Inc.

October 2007 to Present

Project Manager Assistant/ Commercial Division

As a Project Manager Assistant for various projects I am involved in processing budgets, contracts, estimates, changes, requisitions, close-outs, correspondence, meeting minutes, faxes, e-mails, maintaining project directory, purchase orders, submittal schedule, project files and assisting subcontractors in submitting information in a timely and acceptable manner to meet monthly scheduled deadlines.

A/P Manager/Purchasing-Position taken on due to downsizing and have become very advanced in concrete material purchasing, issuing purchase orders and all aspects of accounts payables.

MW Johnson Construction of Florida, Inc.

October 2005 to October 2007

Construction Office Manager

As the Construction office manager I assist the Division president in all areas including field management, budgeting and plan specifications. I oversee all day to day operations of office management such as all local HR relations, supervise staff, and supervise all warranty, permitting, plans, purchasing, land development, subcontractor agreements and field supervision.

Meritage Homes of Florida

August 2005 to October 2005

Land Design Manager

My duties included but were not limited to all design management for all new land projects that included coordination between all consultants, utility companies, and multiple municipalities. Assisted the director of predevelopment with zoning, feasibility, budgeting and environmental permitting.

Development Solutions / Land Solutions, Inc.

August 19, 2002 to August 2005

Project Coordinator

My duties include assisting the President of Development Solutions with project feasibility and project entitlements which include zoning, permitting, coordination of environmental studies; traffic studies, wetland surveys of residential development. I also assist with project management

of on site inspections, construction management, contractor selections and coordination of entry monuments, clubhouse/pool, utilities, misc. amenities, landscaping, bidding and negotiations, along with all aspects of real estate and construction administrative tasks.

Marvin Development Corp.

July 18, 2001 to August 19, 2002

Construction/Drafting Administrative Assistant/Construction Coordinator

My duties consisted of but were not limited to preparation of new contract files, preparing them for all stages of drafting including addendums, change orders, applying for power/utilities, ordering surveys, revisions/rejections of permitting, Lee, Collier and Cape Coral permitting procedures, customer assistance with changes before and during construction, updating customers on the progress of their homes, I am also involved in construction scheduling, meeting minutes, weekly status reports and assisting superintendents with their daily duties in the field.

Metro Plumbing and Piping, Inc.

October 22, 1999 thru March 2001

Project Manager Assistant/Administrative Assistant

I started out at Metro plumbing in the front office as the receptionist answering telephones performing multiple office task such as typing word documents, filing, pulling permits, calling inspections and as I've become more familiar with my duties the tasks begin to expand and was promoted to Project Management Assistant. I process change orders, pull fixture schedules from the blue prints, prepare bid documents and proposals, scheduling job starts, service calls, general office duties and a small amount of purchasing. I provided warranty information to the general contractors and homeowners.

EDUCATION

November 1998 To June 2001

Southwest Florida College*Associates Degree in Business Management and Marketing.

G.P.A 3.11

High School Diploma Riverdale High School..... June 1996

Wind Borne Debris Educational SeminarMarch 2002

Real Estate License 63 hour course.....July 2005

Build Pro/Supply Pro builder course.....November 2006

OSHA 10 hour certified.....January 2008

COMPUTER SKILLS

Capable of typing 65 wpm

Proficiency in Windows 95/98, 2000, Outlook, Office 2000, Microsoft Office (word, excel, power point, publisher, etc.) Windows Vista, Internet Explorer, ACT I and II some experience with Money 99, and photo workshops such as Adobe Illustrator 10.

Timberline office, Build Pro, Supply Pro, Construction document imaging and scanning, limited CAD viewer, View Point, etc.

References furnished upon request