

## Kristen Warner

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239/872-9661—Cell

### Objective

To obtain employment with a secure and growing company allowing a variety of opportunities.

### Qualifications

I have been working in the construction industry for most of my adult working life in one facet or another. I have worked for companies in the Septic, Roofing, Plumbing and Marine Construction Industries over the last 20+ years. I have issued purchase orders, ordered materials, coordinated material deliveries to job sites, processed payroll, filing, set up job files, set up underground cable locates, tracked permits, pulled in bidding documents, assembled bid packets, arranged for out of town housing, dumpsters & portable toilets, coordinated meetings & conference calls, requested bonds & insurance certificates, answered phones, maintained office equipment & the service agreements, kept office supply stock from running out, maintained online plan room, proficient in Word, Excel, Star Builder Accounting Software, & Quick Books Accounting Software, tracked incoming quotes for bids, received and routed incoming faxes, created spreadsheets for upcoming bids, tracked when bids are to due to ensure timely delivery, trouble shoot computer/server issues, run errands, and much more. I am a team player. I will pitch in and help whenever I can.

### Work History

2004 to Present Kelly Brothers, Inc.—Office Assistant

2000 to 2004 Paradise Plumbing, Inc.—Secretary

1996 to 2000 Reliable Pest Control—Secretary

### Education

High School Diploma 1987 from Fort Myers High School

### References

Shelby Melendez—239/633-6625

Rachel Olson—939-5433

Tom Utley—239/410-1977