JELYSE CALKUM

Office and Project Manager

PROFILE SUMMARY

Adaptable, hard-working office and project manager with 13 years experience in the construction and design fields, looking to expand her already detail-oriented, flexible skill set.

ACADEMIC HISTORY

Clackamas Community College

STUDIES IN BUSINESS MANAGEMENT & SOCIOLOGY

Attended from 2006 to 2008

Rex Putnam High School

,HIGH SCHOOL DIPLOMA / GENERAL STUDIES

-Attended from 2002 to 2006

CONTACT INFORMATION

Mobile: 971-386-9253
Email: Jelyse.Lauren@Gmail.com

CAREER SUMMARY

Office and Project Manager

*12.500 COMMERCIAL WINDOW COVERINGS, INC.
DEC. 2008 - SEPT. 2021*

- Communicated via telephone and email with new and existing customers as well as contractors requesting our window treatment services such as, appointments, bids, field measures, quotations and repairs.
- Created take-offs, provided bids, and generally reviewed and studied detailed architectural plans, specifications, and contracts for new construction and tenant improvement projects.
- Created quotations and placed orders for various window treatment products and parts using manufacturer's online pricing/sales portals.
- Gathered product information to create architectural submittals required by contractors.
- Coordinated schedule for field measures, repairs and installations with clients, maximizing team productivity and efficiency while ensuring our customers are served in a timely manner that coincides with preferences and/or project schedule.
- Collaborated with coworkers and customers to creatively resolve complicated installation situations and any other design issues faced by our team.
- Handled all accounts payable and receivable transactions, including creating invoices, processing payments, recording deposits into company ledger and paying vendor and utility bills.
- Assisted in warehouse with product sorting, installation preparation, engineering custom hardware for special projects and assisted in sewing room with manufacturing of custom draperies and privacy curtains.