

Construction Operations/ Project Manager Construction Operations/Project Manager Construction Operations/ Project Manager - Plumb Level Square LLC Ballard, WA I am a detail and result oriented professional with project management experience, 8+ years of customer service, and team-leadership skills. Being a quick learner with easy-going personality, I am able to multi-task in a fast-paced environment and to fit into the team very well. Throughout my career, I have been able to use my organizational and interpersonal skills to accomplish team and individual goals. (206)

384-1522 leeannenguyen@msn.com Work Experience Construction Operations/ Project Manager Plumb Level Square LLC August 2018 to Present Manage current and upcoming construction projects ? scheduling and planning with sub-contractors and clients Preparing construction contracts, payment schedules & other project start up documentations Implement project schedule, track process workflow to ensure works done and up-to-date status Manage relationships with subcontractors and suppliers Coordinate between owners, engineer, architects, designers, subcontractors and customers Process change orders, operational invoices, and submit for payment Participating in hiring new employee and subcontractors also maintain employee health insurance, payrolls etc. Program Assistant - IT Services Harborview Medical Center September 2016 to August 2018 User interface(UI) software testing Writing software manuals and documents for 15+ applications Tracking project statuses and report to managers Organize user training manuals, train users, doctors and nurses to use customer software developed by IT services Marketing & Sales Associate Armadillo Consignment Inc February 2015 to April 2016 Assisted in supervising the daily operations of the store (open/closing procedures, cash management, merchandising, etc.) Research of resale pricing on various items (mid-century furniture, appliances, clothing, etc.) QuickBooks Point of Sale Sales Associate Alligator Purse Consignment May 2012 to February 2015 Assisted in supervising the daily operations of the store (open/closing procedures, cash management, merchandising, etc.) Schedule employee work hours and appointments Train, mentor and coach other sales associate Education Bachelor's Degree in Business Administration University of Washington 2016 to 2018 Associates Degree in Business Cascadia College 2013 to 2016 Skills Customer service (8 years), Project Management (4

years), Documentation (3 years), Program Management (2 years), Human Resources (5 years),
Human Resources (5 years)

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