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# Brenny Souza

## Project Coordinator & Estimator

Cell; 203-207-1845

Email: brennysouza@gmail.com

## SKILLS

- English (Native), Portuguese (Fluent), Spanish (Intermediate)
- Product Purchasing
- Project management & coordination
- Project estimating & budgeting
- Construction Management Softwares
- Quickbooks
- Microsoft Office (excel, word)
- Google Docs, Google sheets
- Sales
- Account management
- Trello
- Adobe Acrobat
- Training
- Hiring
- Team Management/Coordination

## EXPERIENCE

### **EP Construction LLC, Bethel, CT** - *Project Coordinator & Estimator*

FEBRUARY 2021 - PRESENT

- Oversee residential construction department
- Business-to-business sales, business-to-consumer sales
- Create budgets and estimates for projects
- Execute the development of proposals and contracts
- Client relations
- Compose contracts
- Purchase material for projects
- Create purchase orders with Quickbooks
- Negotiate pricing with various vendors to guarantee profit is made after project
- Use software such as OnScreen Takeoff to measure drawings, budget, and calculate materials
- Project coordination in pre-production, production, and post-production
- Scheduling of projects
- Scheduling of material deliveries
- Responsible for overseeing entire process of small to mid sized construction projects with a team of 5
- Oversee entire process of project from pre-production, production, and post production
- Execute change orders for any project changes outside of initial scope

### **United Financial, Danbury, CT** - *Loan Officer Assistant*

August 2020 - November 2020

- Initiate process for mortgage applications
- Client credit pulling
- Data entry
- Document organization for accounts

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- Account management
  - Assisting loan officer
  - Scheduling Meetings

**Wolfgang Puck, Dallas, TX** - *VIP Butler*

February 2017 - March 2020

- Team lead
- Serving and catering to high end clientele and markets
- Setting up and breaking down events
- Barista
- Served private events for designers, artists, and art patrons

## EDUCATION

**University of Connecticut** - *Certificate in Full Stack Web Development*

May 2023 - November 2023

**Christ For The Nations Institute** - *Bachelors in Theology and Ministerial Leadership*

January 2017 - December 2019

**Ridgefield High School** - *High School Diploma*

August 2010 - June 2014

## AWARDS

Certified Purchasing Assisting with EP Construction LLC, June 2021