

# AZALEA B.

## CONSTRUCTION ADMINISTRATION

- General Contractors
- Architects
- Subcontractors
- Home Builders
- Engineers



## PROFESSIONAL SUMMARY

Experienced Virtual Assistant

Worked for US based companies

Follow up with subcontractors for important documents

Manage RFI, change order logs, and meeting minutes

Manage and Organize Internal and External Quality Reports for Review

## CONSTRUCTION ADMINISTRATION HISTORY

**VIRTUAL CONSTRUCTION MANAGERS** - Birmingham, AL

**EDMONDS ENGINEERING** – Birmingham, AL

**GIDEON ASSET MANAGEMENT** – New York, New York

## EDUCATION

**Bachelor of Science in Computer Science**, - 2015

AMA Makati University - Manila, Philippines

\$25/HOUR

