

Sheree Holland
4614 Fern Pine Drive
Orlando, Florida 32808
(407) 592-4100

OBJECTIVE:

Self-motivated, detail oriented individual seeking a responsible and challenging position in Operations, Management or Sales with an employer that values high performance and professionalism.

WORK EXPERIENCE:

COMPANY NAME: Sloan Builders, Inc. Orlando, FL
FORMAL TITLE: **Office Manager**
EMPLOYED DATES: 12/05 – present

WORK DESCRIPTION:

Answer incoming calls. Open and distribute incoming mail. Provide assistance as needed to Estimating, Project Management, and Operations. Maintain and update vendor and subcontractor data base including M/WBE subs. Develop and maintain vendor and subcontractor relationships. Assist with accounting to include: obtain lien waivers and insurance certificates, maintain data base of NTO's for each project, maintain spreadsheet of all payables and receivables, certified payroll for all public projects. Assist estimating with M/WBE participation where required and maintain data base of all M/WBE solicitations and correspondences throughout the estimating phase. Assist project management with subcontracts, purchase orders and change orders, prepare all outgoing contract documents. Obtain all required info and submit for building permits, track status of permit approval, research obtain and submit all info per plan review comments for permit approval. Keep inventory of and order office supplies monthly. Special projects as assigned by Management.

COMPANY NAME: Philco Construction, Inc. Maitland, FL
FORMAL TITLE: **Office Administrator**
EMPLOYED DATES: 03/03 – 9/05

WORK DESCRIPTION:

Maintain Front Desk/Reception area to greet Clients, Subcontractors, Suppliers/Vendors. Answer incoming calls. Open and distribute incoming mail. Provide assistance as needed to Estimating, Project Management, and Operations. Perform Employee Orientation for all new hires. Provide support and training as needed for administrative staff. Developed project specific start-up and close-out checklists to ensure processes are not being overlooked and completed within project schedule. Maintain and update vendor and subcontractor data base. Develop and maintain vendor and subcontractor relationships. Assist with accounting to include: obtain lien waivers and insurance certificates, maintain data base of subcontractor NOC's for each project, data entry of subcontractor pay requests, purchase orders and change orders, weekly data entry of accounts payable, payroll, file NTO upon receipt of recorded NOC. Assist project management with entering subcontracts, purchase orders and change orders and review all outgoing contract documents for errors. Gather all needed information to obtain building permits as required. Keep inventory of and order office supplies monthly. Special projects as assigned by Management. (Previously held positions: A/P Asst, Project Manager Asst, Estimating Asst.)

COMPANY NAME: World Electric Supply, Inc Orlando, FL
FORMAL TITLE: **Project Manager**
EMPLOYED DATES: 11/01 – 11/02 (laid off)

WORK DESCRIPTION:

Oversee all project management upon receipt of purchase order from customer, place orders with appropriate manufacturers for fixture and/or gear packages, obtain ship schedules from manufacturers, expedite items as necessary according to construction schedule, review manufacturer invoices and bill customer accordingly, work with customers to ensure project is completed on time, within budget and invoiced accurately.

COMPANY NAME: Appleton Electric Company Skokie, IL (Corporate office)

FORMAL TITLE: **Field Sales Associate**

EMPLOYED DATES: 02/99 – 11/01

WORK DESCRIPTION:

Develop relationships with electrical distributors within state of Florida, assist two Field Engineers in developing new sales opportunities, assist distributors with pricing, application, stock issues, and training, increase stock sales among distributors according to management quota/annual sales projections (achieved 35% growth first year, 20% growth second year) among 70 accounts assigned throughout Florida.

COMPANY NAME: Square D Company/Groupe Schneider Altamonte Springs, FL

FORMAL TITLE: **SPJ Co-coordinator/Customer Service Representative**

EMPLOYED DATES: 01/97 – 02/99

WORK DESCRIPTION:

Quoted switchgear projects under \$5K to 20 distributors within sales territory, increased small project job (SPJ) sales 75% first year, implemented small project job follow up report for management, increased distributor participation in SPJ program 100%, assisted Sales Engineers with larger project take-off.

COMPANY NAME: Morse Electric, Inc. Freeport, IL

FORMAL TITLE: **Assistant Project Manager**

EMPLOYED DATES: 01/93 – 12/96

WORK DESCRIPTION:

Update and implement procedures for estimating and project management, co-ordinate quotes, purchasing and delivery of commodity material, gear and fixtures, maintain daily bid list and monthly labor forecast for management, assisted with payroll and accounts payables, assist 3 project managers in estimating/project management.

SKILLS:

- Proficient in Microsoft Office, Constructware and UCS software packages
- Proficient with spreadsheets – creating and maintaining
- Experience with QuikBooks
- Accounts Payable and Accounts Receivable and Payroll
- Knowledgeable of Florida Construction Lien Law
- Notary Public – State of Florida
- Associate's Degree – Public Relations

References available upon request.

