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|  | ExperienceGeneral Manager CTU CONSULTANTSDecember 2019-Present General Manager 14 years experienced providing administrative support to a cew of over 25 interfacing with clients, architects, engineers, subcontractors, and suppliers utilizing strong multi-tasking skills simultaneously managing multiple projects and schedules Project coordinator C.R.S. Inc.February 2010-November 2019 Oversee a project from start to finish  Manage day-to-day activities  Develop project schedules and budgets  Analyze data to ensure the project is completed on time within budget to the highest quality standards  Prioritize communication and conflict resolution to ensure stakeholders are satisfied with the progress and outcome of ongoing projects  Provide project progress reports and updates throughout the project to keep stakeholders informed of project status  Handle construction collections, complete subcontractor releases, supplier releases, vendor releases, conditional releases, unconditional releases, conditional final, unconditional final, skip tracing, legal, prelim, mechanics liens, record mechanics liens, lien perfection preparation, CSLB bond forms, small claims 100 form construction collections EDUCATIONVisual communications = AA Business Admin AIU ONline University  May 2008  Deans List 2008 KEY SKILLS AND CHARACTERISTICS Strong Interpersonal and Communication Skills • Construction Software • MS Office Suite • Ability to work collaboratively as part of a team • Meticulous attention to detail • Strong Leadership • Problem Solving • Excellent organization skills • Work well under pressure |
|  |
| LyN Nauenburg  general manager |
| OVErview Performing daily operations efficiently onboarding new independent construction consultants providing administrative support reducing operating costs while maximizing profit CONTACT [lyns\_success@email.com](file:///C:\Users\gbrodie\Desktop\Lyn\lyns_success@email.com)  www.linkedin.com/in/lyn24  (760) 238-8247  72877 Dinah Shore Drive 103-158  Rancho Mirage, CA 92270    <https://dmslln3.wixsite.com/llnpc24> |