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|  | ExperienceGeneral Manager CTU CONSULTANTSDecember 2019-PresentGeneral 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 schedulesProject 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 projectsProvide project progress reports and updates throughout the project to keep stakeholders informed of project statusHandle 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 collectionsEDUCATION Visual communications = AA Business Admin AIU ONline University May 2008Deans List 2008KEY 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 Nauenburggeneral 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%3A%5CUsers%5Cgbrodie%5CDesktop%5CLyn%5Clyns_success%40email.com)www.linkedin.com/in/lyn24(760) 238-8247 72877 Dinah Shore Drive 103-158 Rancho Mirage, CA 92270 <https://dmslln3.wixsite.com/llnpc24>  |