

JENNIFER LONG

Denver, CO | (859) 123-4567 | sampleresumetemplates@email.com

Construction Office Assistant

Offering experience coordinating office activities for construction and plumbing companies.

PROFESSIONAL EXPERIENCE

CONSTRUCTION ASSISTANT | UNIVERSAL CONSTRUCTION ASSOCIATES - Lexington, KY 2008 – Present

- Oversee more than 30 commercial construction jobs per week in rural and metropolitan areas.
- Interact with field crews to coordinate work schedules and resolve on-the-job issues, from site access and equipment requirements to safety issues and customer complaints.
- Interface with contractors, customers, and municipalities during residential and commercial projects.
- Handle the cost-effective ordering and replenishment of construction materials.
- Assist contractors with the preparation of blueprints and CAD drawings.

OFFICE ASSISTANT | DRIP FREE SOLUTIONS - Lexington, KY 2004 – 2008

- Coordinated the dispatching of field plumbers for a more 150+ plumbing assignments.
- Interacted with residential and commercial customers to schedule appointments.
- Ordered a high volume of plumbing supplies working with several industry vendors.
- Served a point person for crews concerning schedules, site access, safety, parts ordering, technical questions, job orders, and customer inquiries and complaints.

OFFICE ASSISTANT | REGIONAL PLUMBING SERVICES - Lexington, KY 2002 – 2004

- Coordinated the activities of a busy plumbing management office in all areas of contractor relations, document preparation, and field crew scheduling.
- Processed work orders, assisted with materials handling activities, and helped track inventory.
- Organized business meetings, conferences, and off-site events and arrange domestic travel plans.
- Assisted company owners and department managers with office administration activities in all areas of correspondence, proposals, presentations and spreadsheet preparation.

OFFICE ASSISTANT | AXEL SUBCONTRACTORS - Lexington, KY 2009 – 2002

- Managed a high volume of incoming calls from customers, field engineers, and surveyors in reference to construction projects, job estimates, blueprints, and work schedules.
- Served as a liaison between the office and field construction team on all project related issues.
- Helped with the preparation of subcontracts, change orders, and bid packages, and closeout documents.
- Coordinated the issuance of insurance certificates and OSHA training classes.

EDUCATION

LEXINGTON COMMUNITY COLLEGE - Lexington, KY
Associates in Office Technology, 2005

SOFTWARE & TECHNICAL SKILLS

MS Word, Excel and PowerPoint; CAD; Ability to interpret blueprints