

Michele Gaertner

EXPERIENCE

LOGAN CREEK CONSTRUCTION – Oregon, Ohio (May 2007 - Present)

Title: Office Assistant

- Six years previous construction company experience
- Compiles monthly bank draws for construction projects
- Answers phones
- Assists Projects Managers/President with correspondence, proposals and quotes
- Assists Projects Managers with everyday tasks involved with running of a project
- Oversees contracts for subcontractors for projects
- Organize job binder
- Maintain drawing file
- Make necessary follow-up calls, emails, etc. as directed by Managers
- Update phone lists