

Lindsey Calabrese

QUICK LEARNER WITH A THIRST FOR KNOWLEDGE | STRONG ORGANIZATIONAL SKILLS

PROFICIENT AT MULTI-TASKING | EXCELLENT CUSTOMER SERVICE RAPPORT

WORKS WELL UNDER PRESSURE WITH ABILITY TO PROBLEM SOLVE

EXPERIENCE WITH: MICROSOFT OFFICE, APPLE, GOOGLE SUITS, QUICKBOOKS ONLINE, PROCORE, BUILDERTREND
BUILD TOOLS, REDTEAM, RAMS MEASURE, PLANSWIFT, BUILDING CONNECTED, DOCUSIGN, HELLOSIGN, ASANA, CANVA

ADOBE PRODUCTS AND MORE - CAN PICK UP NEW SOFTWARE QUICKLY

UNDERSTANDS CONSTRUCTION TERMINOLOGY + PROCEDURES | EXPERIENCE WITH CONSTRUCTION COST-CODES

ABILITY TO READ MOST DRAWINGS

WORKS WELL INDEPENDENTLY OR AS A LEADER | EXERCISES DISCRETION AND ENJOYS AD-HOC TASKS

H I S T O R Y

GIRL IN THE CHAIR CONSULTING LLC

OWNER | JULY 2022 - PRESENT

- Consulting/freelancing services for construction companies who need back-end administrative, project management assistance
- Helps to create SOP's and processes for a better work flow
- Handles administrative tasks such as e-mails, bid management, follow-ups, and assisting with RFI's, submittals, change orders, vendor pricing, purchase orders, bid solicitations, pay-apps, and invoices
- Manages multiple clients and assignments throughout the week
- Work with both GC's and subcontractors

COMPLETE OFFICE INTERIORS INC

PROJECT COORDINATOR/EXECUTIVE ASSISTANT

- Oversaw projects from beginning to end (ITB > RFP > CLOSEOUT)
- Elevated the level of clientele the company saw, going from school funded projects to high-end multi million dollar projects
- Performed takeoffs using Measure software to determine quantities and types of flooring such as VCT, carpet, wood, LVT, etc.
- Managed commercial projects such as multiple Cartiers, Fendi, Alexander McQueen, Aesop, Piaget, Dior, and Gucci
- Performed light accounting such as entering payables and receivables
- Worked remotely with access to CEO's work and home computer
- Booked travel arrangements as needed

MDG DESIGN + CONSTRUCTION

PROJECT ADMINISTRATOR

- Executed Change Order Proposals and covered AIA Change Orders
- Sent drawings to subcontractors for bid proposals and created leveling sheets to compare
- Sent and tracked RFI's and sub totals
- Maintained various logs for project managers and architects
- Created Cost Analyses and cost data sheets for scope of work
- Processed and submitted G204 Certificates of Substantial Completion
- Created project matrixes for apartments in low income housing projects