

Lindsey Calabrese

WELTMANN LIGHTING

ESTIMATING COORDINATOR

- Performed takeoffs on lighting fixtures using Planswift
- Requested pricing from vendors and created formal proposals using Sage to send to clients
- Viewed RFPs and sent them into Building Connected to assign to myself or another estimator
- Assisted on projects such as Wells Fargo at Hudson Yards, New York Historical Society, and Nassau Coliseum

TURNKEY CONTRACTOR SOLUTIONS LLC

PURCHASING MANAGER/ASSISTANT PM/EXECUTIVE ASSISTANT

- Created and implemented an entire purchasing system using order request forms and purchase orders with no prior experience in purchasing or construction
- Purchased all materials from foundation to finish for NY, Louisiana, and Texas
- Set up vendor accounts and maintained relations with suppliers and sales representatives
- Made daily schedules and routes for drivers to pick up and drop off materials from suppliers to job sites
- Performed takeoffs to order concrete mix for foundation and ICF's
- Researched grant programs, registered with organizations such as FEMA and submitted RFQs
- Verified license, insurance, and workers comp for subcontractors before issuing contracts
- Appointed safety manager and provided equipment, OSHA training, and weekly toolbox talks with field and office staff

E D U C A T I O N

ASHWORTH COLLEGE
3.9 GPA
Construction Management
Degree Pursual

NASSAU COMMUNITY COLLEGE
4.0 GPA
ASSOCIATES DEGREE IN
LIBERAL ARTS

V O L U N T E E R W O R K

HABITAT FOR HUMANITY

ST. BERNARD PROJECT

C E R T I F I C A T E S / L I C E N S E S

NYS NOTARY PUBLIC

OSHA 40 SITE SAFETY SUPERVISOR