

Angela Lukecart

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ABOUT ME

My strongest assets in the workplace are a positive and passionate attitude, thoroughness and organization. I enjoy a professional work environment where I can contribute to the company goals by finding ways to increase efficiency and overall customer satisfaction. My 20 plus years of customer service and professional office experience provide the tools I use to produce optimal organization and communication processes that can be tuned to a particular office team and customer base.

I have held many office roles in the last 20 years from the accounting department at a large chain department store to front desk at a school district administration office to executive assistant in a commercial construction office to office manager in a custom home builders office to my current role as senior pre-construction administrator with the largest "on your lot" home builder in the PNW.

I am also passionate about community involvement and have been a part of many community programs like Dollars for Scholars, PTA, Rotary and individual charity events in Idaho, Cle Elum, WA and Centralia, WA.

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SKILLS

- I can grasp and adapt to new software and computer programs quickly.
- I can efficiently handle multiple tasks and am comfortable with deadline performance.
- I have over 20 years of customer service experience.
- I have over 10 years of office management and assistant project management experience in both commercial and residential construction.
- I am comfortable with a leadership role in the office and understand how to manage office politics and emotions.
- I am an experienced AP/AR administrator and have extensive experience with purchase order processing.
- I am adept at and passionate about maintaining an efficient and organized filing system, both hard copy and virtual.

SOFTWARE KNOWLEDGE

- Microsoft Office 365, Project & Work Space
- Google Drive and Gmail
- The Box
- Dropbox
- Salesforce
- Smartsheet
- BuilderTrend
- Mark Systems (IHMS)
- DocuSign

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Employment History

Adair Homes Inc

Senior Preconstruction Administrator

09/06/2017-Present

2303 93rd Ave SW, Olympia WA 98512 360.359.4520 **Please do not contact before an interview**

As Senior Preconstruction Administrator I am expected to maintain a pipeline of 30-45 customers preparing their sites for foundations and maintaining a positive and beneficial relationship with each as their sole point of contact for Adair Homes until actual house construction starts. My scope of work includes but is not limited to the following:

- Create accurate timelines for customers which take them from signing their home order, through permitting, site development, release to construction and foundation start
- Set, track and execute reserve date and preconstruction meetings with customers and superintendents
- Advise customers on how to navigate the permit and site development processes
- Negotiate and resolve customer issues in a beneficial manner for both Adair and the customer
- Produce residential building permit packages for King, Thurston, Pierce and Lewis counties as well as all the city jurisdictions within those counties
- Issue and execute all customer change orders
- Maintain tight timelines to ensure that customers do not miss their release to construction dates
- Maintain accurate reporting and record keeping in Salesforce, Google Drive and IHMS software systems daily
- Prepare all customer change orders in Salesforce and track through payment and execution at the Corporate office
- Aid construction with customer communications, resolving customer issues and executing closing documents with the customers

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- Manage, On board and train three Preconstruction Administrators in other branches
- Assist Regional Pre-Construction Manager with writing and developing department policies and procedures
- Schedule and conduct monthly, Regional, Pre-Construction Administrator meetings to ensure branches are running efficiently and meeting fiscal quotas
- Attend monthly growth & development training

Trailside Homes LLC

Construction Assistant/Office Manager/IT Support/Homeowner Relations/Special Projects Coordinator

11/09/2015-1/5/2017

206 West 1st Street, Cle Elum, WA 98922 509.674.6828

As Office Manager and Construction Assistant I was expected to:

- Create weekly reports for permitting, horizontal construction and production schedules which were distributed to the CEO, COO, CM, Trailside Real Estate and accounting.
- Produce and manage building permit packages, submittals and records
- Create specifications books for field superintendents and new homeowners
- Produce totes for each job site that contained county approved plan sets, plan calculations, fire codes and all proper signage for the site
- Use BuilderTrend to create and/or update all subcontractor, vendor and home information as well as file organization related to each job
- Schedule temporary and permanent power install for each job
- Assist with vetting and on boarding new vendors
- Schedule weekly production meetings and produce the agenda in conjunction with CM
- Maintain all filing and recording processes
- Maintain all office supplies and office equipment.
- Prepare bank loan packets in collaboration with Accounting

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- Daily organization and distribution of mail, invoices, purchase orders and received correspondence.
- Organize ground breaking and turn-over events in collaboration with marketing, production and Real Estate.
- Create homeowner binders that included contact information, building information, manuals and warranties
- Draft and distribute Master Service Agreement contracts for vendors
- Draft and distribute Scopes of Work for vendors
- Assist with creation of budget lists for production and cash flow forecasting
- Produce collaborative worksheets and reports in Smartsheet for use by production, accounting and sales

Fike Industrial Construction, LLC

NW Office Manager/Executive Assistant

11/14/2014-7/15/2015

1151 Pittman Rd, Wasilla, AK 99623 907.357.6003

As NW Office Manager and Executive Assistant, I was expected to:

- Maintain morale, positive communication and help resolve issues with the company's many sub-contractors, vendors and clients
- Maintain records and scheduling with drug testing vendor
- Organize companywide meetings, festivities, banquets and the annual Christmas dinner
- Maintain detailed schedules for meetings, walkthroughs, inspections and subs for each RPM.
- Maintain day-to-day schedules for traveling crews and RPM's
- Providing hotel, airline ticket details, calling job sites to communicate crew schedules and work being completed
- Assist with purchasing materials in five Northwest states
- Follow up with subs and vendors on production and materials.

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- Participate in the weekly management meetings with RPM's and take notes for job and vendor management
- Assist with weekly delivery of payroll to crew members
- Maintain all employee files
- Maintain new hire packets and filing
- Maintain quarterly tax information
- Maintain a detailed log of shop inventory
- Maintain detailed vehicle mileage logs
- Manage daily checking in and out of vehicles, trailers, equipment and tools from the shop
- Create and manage a drug policy and testing schedule.
- Collect and collate weekly time cards

Fundamentals Education and Childcare Center, LLC

Founder and President

11/11/2013-11/28/2014

454 West Roseberry, Suites 1&2, Donnelly, ID 83615

As the Owner, my role was to:

- Create a business plan
- Obtain all licenses required by both local and state governments
- Attend educational classes and seminars
- Obtain and maintain local and state permits
- Write formal policies and procedures and submit for the review and acceptance from local and state health departments
- Design a Montessori layout of the interior of the building

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- Create a STEAM curriculum
- Create a library for children 18 months to 12 years of age to advance their abilities to learn and maintain healthy reading habits
- Create legal fire drills and simulations to be exercised monthly
- Create emergency plans and escape routes to be filed with the local health and fire departments
- Hire and supervise new employees
- Create and implement client rules, fees and regulations
- Organize field trips and guest speakers
- Attend public functions in the name of Fundamentals
- Observe employees and teachers in their duties
- Work with local businesses on local festivities and fundraisers
- Teach preschool curriculum
- Maintain Bookkeeping and accounting responsibilities
- Recruit and retain new clients
- Organize and working on a once per month "kids Nite Out" activity at Fundamentals
- Oversee behavioral problems and work within state guidelines on creating and executing individual behavioral plans with the aid of a local psychologist
- Maintain detailed financial records for the IRS and Idaho State Government
- Maintain detailed monthly records for the State Health Department pertaining to families whom participated in the WIC program
- Schedule mandatory inspections for both the health and fire departments
- Maintain health and safety codes concerning the interior and exterior of my building

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REFERENCES

Annie Dalgetty

ICF International

Cashmere, WA 208.989.3748

Amy Carrigan

Carrigan Certified Public Accountants

Cle Elum WA 509.674.6929

Melissa Hefner

Adair Homes

North Bend WA 253.202.3142

Sean Northrop

Trailside Homes

Cle Elum, WA 206.459.3490

Colter Fike

Fike Industrial Construction

Wasilla, AK 907.727.6636

Ted Lukecart

Atlas Construction Advisors

Centralia, WA 509.674.8585