

# Angie Whitehead

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## CORE COMPETENCIES

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Project Coordination: Permit applications. Reading blueprints and take offs. Budgeting projects. Issuing RFPs, qualifying proposals, negotiating contracts and change orders, issuing contracts and change orders. Collecting and approving submittals. Issuing payment applications through AIA, QuickBooks, Sage & Buildertrend. Scheduling subcontractors and vendors. Project closeouts.

## WORK EXPERIENCE

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**Vulcan Design & Construction**, Vancouver, Washington

08/2019 - 07/2020

As the production coordinator, my main objective was the Coordination between Owners, Project Managers and Subcontractors & Vendors. Larger projects required permitting, RFPs, negotiating contracts, budget projection, scheduling, qualifying processing payment applications, noting discrepancies and variances, creating and processing subcontractor and owner change orders. Managing project managers, home owner reassurances, and troubleshooting scheduling conflicts. Scheduling in house crews for multiple coordinators and project managers. Constantly updating project status. Currently using Buildertrend, Word, Excel, Adobe and Outlook. Final cost evaluation of project, coordinating warranties and guarantees for closeouts, completing punchlists, and organizing close out packages for the owners.

**Integrity Building Corp**, Mesa , Arizona

07/2016 - 07/2018

Coordinated projects from estimating to warranty. Project would begin with takeoffs per the plans, sending project out to bid to subcontractors, qualifying bids, budgeting our proposal and sending to the owner. Once negotiations and acceptance were complete; writing AIA contracts to Owners and Architects, Sage contracts to subcontracts, setting up project books in Excel and scheduling the project. Project begins and I assist the Superintendent with budgeting, problem solving, submittals, and communications with subcontractors, owners and architects. This included meetings minutes, change orders, AIA change orders, RFIs, scheduling and recording necessary city inspections. Once complete I would collect redlines, warranty letters and O&Ms, as well as one year of warranty service. Most of my projects were Planet Fitness TIs with two franchise owners. I also worked with medical TIs for Banner Health and Honor Health.

**Saharo Plumbing, LLC**, Tempe, Arizona

01/2008 - 07/2016

Office Manager and project coordinator to include book keeping on QuickBooks, budgeting, purchase orders, accounts receivable, accounts payable, billing and collections. HR to include payroll, scheduling, safety meetings, maintaining OSHA requirements, Davis Bacon requirements. Project Coordinator to include finding projects to bid, sending proposals, following up with GCs, Contracts, submittals, RFIs, change orders, budgeting, AIA billing, and warranty & O&Ms.

## PROJECTS

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Planet Fitness', shell buildings, medical & hospital TIs, commercial dwellings, fire stations, public schools, restaurant TIs, government projects.