

PATTY COLJOHN
6933 Fry Road
Middleburg Hts, Ohio 44130
Cell – 216.990.9967
pcminja@yahoo.com

Dear Employer:

I am enclosing a resume for your review in response to the Project Coordinator / Administrative Assistant position in your organization. Please consider this letter as my formal application presenting my background, education and experience.

I have over 15 years experience in the Administrative, Admin Assistant & Receptionist field; and I am well versed in the areas of customer care, managing phone lines, voice messages and data entry.

I have considerable experience in dealing with clientele, computers, office equipment; and a thorough knowledge of the process and procedures of the office environment. I work well with others and enjoy getting the work at hand completed.

Below is a list of companies that I have gained this experience with:

PPI Technical Communications / Advancement Group – Data Analysis
The Coniglio Company – General Contractor in Commercial Construction
The Crowley Group – General Contractor in Commercial Construction
Roofing Supply Group – Material Supply Company
Brecksville Community Center – Recreation & Fitness Department
JC Penny – Customer Service/Sales Associate for the Special Sizes Department

May I arrange an interview to further discuss my qualifications? I am available for an interview at your convenience.

Thank you for your time and consideration.

Salary History:

PPI Technical Communications \$27,000.00
The Coniglio Company \$32,000.00
The Crowley Group \$32,000.00
Roofing Supply Group \$28,000.00

Sincerely,
Patty Coljohn
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Patty Coljohn

- **Skills | Abilities**
 - **All Versions of Microsoft Office**
 - **Word, Excel & Outlook**
 - **Multiple line phone systems**
 - **Voice mail systems**
 - **Cash Register | Credit Card andlor Check Verification Terminals**
 - **Create Spreadsheets and Logs for specific use**
 - **Accounts Receivables; Invoice|Billing, Applying payments, Account Credits**
 - **Online Research**
 - **Data Entry**
 - **Email with or without attachments**
 - **Minor Install or remove PC Hardware or Software**
 - **Minor PC maintenance**
 - **UPS World Ship online**

- **Education & Certifications**
 - **Notary Public, expires February 2015**
 - **Completed and obtained my GED – State of Ohio 1998**
 - **Ohio BWC Drug Free Card, expires 8/27/10**
 - **Former member of NAWIC [National Association of Women in Construction]**

Employment History

The Coniglio Company

4400 Commerce Ave.

Cleveland, Ohio 44103

October 14, 2008 – October 9, 2009

Position – Project Coordinator

Left as result of Layoff

- **Duties Include**
 - **Manage incoming calls and voice messages**
 - **Distribute mail**
 - **Create & Maintain**
 - **Submittal & Contact Logs**
 - **Subcontractor files**
 - **Create andlor Process**
 - **Notices, Bulletins & Transmittals**
 - **RFI's [Request for Information] to either the customer or owner [guidance of Project Manager]**
 - **Obtain, process & forward Submittals [guidance of Project Manager if needed]**
 - **Including:**
 - **Certificates of Insurance**
 - **Workers Compensation**
 - **W-9**

- **Log in project drawings**
- **Send out drawings/manuals for reproduction**
- **Create drawing distribution lists to Subcontractors/Vendors**
- **Project Closeout**
 - **Review Specification Manual for necessary items**
 - **Create Closeout package within Submittal log**
 - **Request items from Subcontractors | Vendors**
 - **Create Closeout Binders for Owner/Developer**
- **Purchase Site Signage, Self perform items [guidance of Project Manager]**
 - **Take off from the site drawings**
 - **Research Vendor/Manufacturer Pricing**
 - **Draft Purchase Orders**
- **Draft Subcontractor Contracts, Create Final after PM review**
- **Shipping via UPS World Ship online**
- **Contact Contractors | Vendors for pricing**

The Crowley Group, LLC.

13219 Shaker Square

Cleveland, Ohio 44120

August 22, 2005 – September 5, 2008

Started as – Construction Administrator

Left as – Project Coordinator in charge of Closeouts, Punch-lists, Buyout Items & Submittals

- **Duties Include**
 - **Using the online program Primavera Expedition**
 - **Create & Maintain**
 - **Submittal & Contact Logs**
 - **Meeting Minutes**
 - **Create and/or Process**
 - **Notices, Bulletins & Transmittals**
 - **RFI's [Request for Information] to either the customer or owner [guidance of Project Manager]**
 - **Obtain, process & forward Submittals [guidance of Project Manager if needed]**
 - **Including:**
 - **Certificates of Insurance**
 - **Workers Compensation**
 - **W-9**
 - **Log in project drawings**
 - **Send out drawings/manuals for reproduction**
 - **Create drawing distribution lists to Subcontractors/Vendors**
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- **Research Vendor/Manufacturer Pricing**
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Giambrone Construction
10000 Aurora-Hudson Rd
Hudson, Ohio
216.475.1200

February 2005 – July 2005

Administrative Assistant

Commute was too far, excessive toll & fuel costs

- **Duties included**
 - **Using Word version of Primavera Expedition**
 - **Answering multi line phone system**
 - **Faxing RFI's to Subcontractors**
 - **Project Filing**
 - **Create & Ship using UPS Online World ship**
 - **Meeting Minute updates & distribution**

Roofing Supply Group of Cleveland [RSG]

4566 Spring Rd.

Brooklyn Hts., Ohio 44131

216.641.0488

Michele Spatny – Office Manager/AP

March 1998 – November 2004

Started as Receptionist/Assistant to the Office Manager

Left as - Accounts Receivable/Credit Manager

Left as - Result of Layoff with no call back

- **Duties Included**
 - **Multi line phone system**
 - **Customer Service**
 - **Operated DOS based network-ordering system – F.A.C.T.S.**
 - **Operated DOS based network-ordering system – A.C.P.A.C.**
 - **Received and logged in payments**
 - **Issued Credits & Created Invoices to Customers**
 - **Contacted Customers regarding payments**
 - **Created bank deposits**
 - **Completed & responded to Credit applications**
 - **Occasionally wrote up small sales orders**
 - **Create Submittal packages for Customers**
 - **Ordered Office Supplies via phone, fax or online**
 - **Access to The Builders Exchange online**

- **Research project online**
- **Print, order or download project specifications**
- **Print or order project drawings**
- **Send out 'Invitation To Bid' forms to multiple Contractors/Vendors**
- **Create & ship packages using UPS Online World ship**

- **References**
 - **Scott Forman – WYZ Developers - 440.801.1690 – Previous Co-worker**
 - **Robyn Sedlak – The Coniglio Company – 440.821.5680 – Previous Co-worker**
 - **Patty Rolko – Co-Owner of Erie Coast Customs – 440.748.4200 – Friend**
 - **Dave Reece –VP of RSG Cleveland – 216.641.0488 – Previous Co-worker**

- **Salary Requirements**
 - **Min 30k | Negotiable**

Please feel free to contact me via phone or email if you would be available for an interview.

**Thank you,
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