

CARLA A. KLATT

*365 Wrexham #104
Maumee, Ohio 43537
Home: 419.867.1642
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Objective

Dependable, enthusiastic worker with more than 20 years of experience seeking an exciting career in the Construction Industry. Self-starter, dedicated to achieving high-quality results.

EMPLOYMENT HISTORY

Rudolph/Libbe Inc. **Aug. 2004 to Nov. 2009**
Construction Management Services: Project Manager/Engineer

Duties Included: Conduct safety audits, create submittal log and complete submittal process, communication with all trades, track all drawings, addendums, bulletins, RFI's, ASI's, non-compliance issues, complete all meeting minutes, job costing, and create/complete punch lists; all created/tracked in Primavera Contract Manager. Complete bid packages which included writing scopes of work for each bid package in conjunction with the architect. Organized and helped complete pre-bid meetings.

The Spieker Company **April 1988 to Aug. 2004**
Safety Director/Project Manager Assistant

Duties Included: Safety: job site safety audits, implement site-specific safety programs, purchase necessary equipment. Assist the President and Project Managers with estimating and costs. Developed, implemented and managed the Drug Free Workplace Program. EEOC Officer: re-new certification every six months, submit the monthly I-29 forms to the State of Ohio, and perform audits. New Construction Administrator: managed the researching of projects to bid, both public and private. DOT: responsible for making sure all vehicles and drivers are kept current with DOT regulations. Permits: fill out building permit forms for all jurisdictions, apply for and calculate costs. Bids: attend pre-bid meetings for the project managers, fill out bid forms, deliver bids and attend bid openings. Start-up & Closeout Documents: complete all necessary start-up and closeout documents for projects.

CONTINUING EDUCATION AND TRAINING

- Dale Carnegie Course September 2007
- Primavera Expedition 10.x December 2006
- Several Miscellaneous Continued Education Seminars 2004 – present

- First Aid/ CPR October 2009
- AGC Fall Protection May 14, 2004
- Confined Space Assessment & Work May 07, 2003
- Basic Construction Safety November 30, 2001
- Hazard Communication September 26, 2001
- DOT How to Survive an Audit September 18, 2001
- Hilti Powder Actuated Tools March 15, 2001
- 510 OSHA Certification (Motor City Education Center) November 2000
- 30 Hour OSHA Card November 2000
- 10 Hour OSHA Card November 2000
- Construction Estimating (Owens Comm. College) Fall 2000
- OSHA Record keeping April 24, 2000
- Basic Blue Print Reading (Owens Comm. College) Fall 1998
- Notary Public for the State of Ohio (expires 07/27/13)

COMMUNITY INVOLVEMENT

- National Association of Women in Construction (President 2006–2009, Secretary 2005)
- Construction Management Association of America
- Maumee Valley Habitat for Humanity
- Sunshine Children’s Home
- USGBC Member
- Northwest Ohio USGBC Member