

Tamera K. Bell

4129 SE 9th Place
Cape Coral, FL 33904
(239) 699-6107

I am currently looking for a permanent position in the construction industry. I have extensive experience working in an office setting and I am very familiar with Word, Excel, & Outlook. I am also familiar with several types of software programs dealing with accounting. I am very detail oriented. I am looking for somewhere I can utilize my skills and management experience.

Experience

- 06-05 to 11-07 BBL Florida / Project field admin. Ft. Myers, FL
Duties: general office duties, day to day operations of running a jobsite construction project. Excel, Word, & Outlook, FileMaker use daily. Processing invoices, subcontracts & change orders daily. Dealing with subcontractors & superintendents daily.
- 09-04 to 05-05 Harden Homes / Purchasing Mgr. Lehigh Acres, FL
Duties: general office duties, Excel, Word, Outlook, & Quickbooks use daily. Processing invoices, subcontracts, & change orders daily. Bidding / estimating single family homes pricing/options daily. Dealing with subcontractors & superintendents daily.
- 02-03 to 09-04 Engle Homes / Division cost analyst Ft. Myers, FL
Duties: general office duties, Excel, Word, Outlook, & AS400 use daily. Processing invoices, subcontracts, & change orders daily. Bidding / estimating single family homes pricing/options daily. Dealing with subcontractors & superintendents daily.
- 12-97 to 11-02 Groff's Plumbing / Accts Mgr Ft. Myers, FL
Duties: general office duties, Excel, Word, Outlook, & Business Works use daily. Processing invoices, subcontracts, & change orders daily. Bidding / estimating single family homes pricing/options daily. Dealing with subcontractors & superintendents daily.

Experience

I have an inactive general contractor's license – passed FL state exam October 2000. I also have a degree in accounting. Graduated 1979 from Cypress Lake with honors – GPA 3.8.