

Janet Edwards  
12532 Summerwood Drive  
Fort Myers, FL 33908  
Home: 239-437-6774  
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janedwards48@aol.com

## **PREVIOUS EMPLOYMENT**

May 2006 to March 2008  
**Stevens Construction, Inc.**  
6208 Whiskey Creek Drive  
Fort Myers, FL 33908  
239-936-9006  
Contact: Mr. Mark Stevens

As a Project Administrator for various projects I am involved in processing budgets, contracts, estimates, changes, requisitions, close-outs, correspondence, meeting minutes, faxes, e-mails, maintaining project directory, purchase orders, submittal schedule, project files and assisting subcontractors in submitting information in a timely and acceptable manner to meet monthly scheduled deadlines.

May 2001 to March 2006  
**Compass Construction, Inc.**  
824 Lafayette Street  
Cape Coral, FL 33904  
239-542-7118  
Contact: Mr. Dan Luft

As a Project Administrator my duties were numerous and diversified. Starting with the permitting of a project, I was responsible for maintaining detailed records of all my projects including contracts and change orders for the owner and all subcontractors, coordinating meetings and meeting minutes, bidding, invoicing, communicating with the owner, superintendents, architect and engineer on each job and assisting the Project Manager.

June 1997 to March 2001  
**Ringland Construction**  
4637 Vincennes Blvd.  
Cape Coral, FL 33904  
239-945-7000  
Contact: Mr. Charles Ringland

Office Manager / Accounting - Responsible for all day to day office procedures, preparation of contracts, company reports, bid forms, status records, bank draws, accounts payable and receivable on QuickBooks, assisted the Vice President and estimating personnel and interfaced with subcontractors and owners.

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1993 to April 1997

**F & E Community Developers of Florida, Inc.**

8280 College Parkway

Fort Myers, FL 33919

Company dissolved

Contact: Ms. Rene Collins

239-768-0664

As the Senior Vice President's Secretary and Office Manager, I typed all correspondence, ordered supplies, input and updated construction job reports and accounts payable on the computer, assisted with all State Agency reports and hospital inspections, kept job site records and aided the support staff as needed. My term of employment was for three years and ended due to the closure of this division.

Professional Skills:

Timberline 9.4.1, Expedition Professional, Excel, Word, AIA, Star Builder, Star Project

Notary Public

**REFERENCES**

Ms. Terri Sobeck

Fort Myers

239-936-9006

Ms. Rene' Collins

Fort Myers

239-768-0664

Mr. Jim Fitzcharles

Cape Coral

239-458-2445