

Shannon L Wegmann  
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Results-oriented professional, offering vast experience as a team player;  
driven to support fellow team members in achieving higher goals. Energetic and motivated; driven by the competition and challenges in the market. Excellent organizational and communication skills, committed to providing the highest level of team leadership and growth.

#### SUMMARY OF QUALIFICATIONS

Plan Management; sub switches; cost increases; po/invoice research; ca training; in house software training; bidding; cost comparisons and analysis; general administrative; land development contracting; housing contracting; subcontractor liaison; accounts payable / receivable; general ledger, expense tracking and reports.

#### PROFESSIONAL EXPERIENCE

##### 8/04- Present TRANSEASTERN HOMES SENIOR PURCHASING ADMINISTRATOR

Purchasing duties for 6 Communities including Structural options; including but not limited to cost analysis and comparison, extra work orders, sub changes, bidding, land and housing contracting, house budgets, construction administrative training, in house software training, adherence to policies and procedures, running special projects and meetings for the Director of Purchasing, Responsible for builder/subcontractor liaison functions.

##### 06/00-5/04 CREATIVE INTERIORS

OFFICE MANAGER ran day to day business operations; scheduled all jobs for both designers and installers; ordered materials for all jobs; customer/designer liaison; created tracking spreadsheets for all floor products and warehouse products; fed ex and po tracking of materials.

#### EDUCATION

AA Criminal Justice International College Fort Myers, Florida