



ANDI LYNN SPAGNA

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OBJECTIVE

Dependable and goal-oriented Project Coordinator/Asst. Office Manager who has experience in all office and project management positions with excellent customer service skills.

EXPERIENCE

Apex Plumbing & Heating, Inc.
Project Coordinator/Asst. Office Manager

1/2011 – 6/2018

- ♦ Enter invoices and bills into Quickbooks
- ♦ Send out bills to customers using the PEM program on AIA documents
- ♦ Send out checks to pay vendors and other over-head bills
- ♦ Various bookkeeping tasks
- ♦ Enter payroll using Excel
- ♦ Keep track of employee clearances and organization of employee files
- ♦ Answer phone calls from various Architects, customers, vendors, and other professionals
- ♦ Setup appointments/meetings with the owner using the Outlook calendar
- ♦ Create memos/letters using Microsoft Word
- ♦ Convert files to and from Adobe Acrobat Pro
- ♦ Create slideshow presentations with Microsoft PowerPoint
- ♦ Create Spreadsheets with formulas in Excel
- ♦ Organize and file company and project files
- ♦ Prepare paperwork for vendors, insurance brokers and Bid packages for upcoming potential jobs
- ♦ Close-out documents for closing out projects for final payment
- ♦ Create Submittal binders (electronically/hardcopy) for job start-ups.
- ♦ Create Operation & Maintenance manuals(electronically/hardcopy)for job close-outs
- ♦ Minor Experience with reading blueprints/plans and specification books

- ♦ Fill-out Credit Applications to vendors
- ♦ Order materials such as plans, specifications, dumpsters, trailers, stone, etc.
- ♦ Coordination Experience in some areas
- ♦ PA NotarythroughSeptember2019

Selinsgrove Area School District (work study program for college)

9/2009-5/2010

Day care assistant

- ♦ Prepare breakfast and lunch for infants and toddlers
- ♦ Read to children in my room
- ♦ Prepare nap stations
- ♦ Take them for walks, completing sports activities in the outdoor play area
- ♦ Make sure they practice safety instructions
- ♦ Create art projects and helping clean their areas
- ♦ Take children to their music class
- ♦ Setup for Parent/Teacher Nights
- ♦ Help create science projects

EDUCATION

Charter High School for Architecture & Design

8/2005-6/2009

Architecture/Journalism

Susquehanna University

8/2009-5/2010

Journalism

Moore College of Art & Design

8/2010-12/2010

Interior Design

SKILLS

- ♦ Excellent customer service provider
- ♦ Microsoft Office/Quickbooks/PEM
- ♦ Organized
- ♦ Reliable
- ♦ Detail-orientated
- ♦ Self-motivated
- ♦ Team Player

REFERENCES

- ♦ Michele Leone- Office Manager and Supervisor for Apex Plumbing- 215-275-8626
- ♦ Michael Pizza- Project Manager for Apex Plumbing- 610-405-4271
- ♦ Amanda Donaldson- Insurance clerk- 215-624-7100
- ♦ Trent Sutherland- Contractor/Electrician- 267-975-1015