

RENEE HALLAWAY

10555 W Jewell Avenue 16-206

Lakewood, CO 80232

303-591-8747

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Objective

To obtain a stable and long term career that promotes continued growth.

Experience

Performance Plumbing

Purchasing Specialist, September 2015 - August 2017

Processed purchase orders for 5-7 different builders, ensure pricing and materials are accurate, manage extra work orders to ensure payment, read blue prints to ensure orders were accurate to field, accounts receivable, invoicing and all other duties as needed

Joe's Plumbing, Heating & Air

Office Manager, February 2014 - October 2015

Bids for commercial and tenant finish, all billing, running a full service department, scheduling inspections, wrap insurance, pruning permits, all other daily office duties

Green Building Technologies

HVAC Commercial Coordinator, November 2013 - February 2014

Dispatch technicians, invoicing, quoting and job coordination, accounts payable, collections, safety programs

Plumblinc Services

Customer Service/Dispatcher, May 2008 - July 2009

Provided superior customer service with a 90% call close ratio consistently, dispatched 28 technicians at one time, trained all new customer service representatives

Education

University of Phoenix

January 2014 - December 2014

Completed first year for Bachelor of Science in Business Management with an ending GPA of 3.7

Owatonna Senior High, 1996 Graduate

SKILLS

Proficient in all Microsoft Office applications, Outlook, Blue Beam, Office 365, Drop Box, DWF, PDF, Sage and Quickbooks accounting software