

Teresa Thorlton

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Current success in Project Coordinating/ Cost Control with the office team in areas of Hard bid Submittals, Purchase Orders, Contract Management, Office Administration and Compliance. I have extensive experience in Social Media Marketing, Advertising along with Community Analyzing client needs, driving product and business growth as well as nurturing beneficial customer relationships are just some of my strong traits.

Work Experience

Purchasing/Cost Coordinator

Lee Company, Inc. - Terre Haute, IN

March 2022 to Present

- Create Proposals and Purchase Orders
- Contract review and submittals
- Follow up with vendors on open orders, communicate with receiving warehouse about issues and damages, update our Project management system with order status and dates, and provide a weekly report to the Estimating and Project Management team
- Assist in placing vendor orders with vendors, reviewing spec sheets, and all custom details
- Coordinate internal resources and third parties/vendors for the flawless execution of projects
- Maintain materials library, including ordering, returning and organizing job books , and scheduling vendor visits when necessary
- Conduct general office maintenance & administrative tasks, set up meetings, Google Calendar appointments
- Assist in preparing budget sheets
- Assist accounting team with uncategorized transactions and bookkeeping questions
- Request /review and submit all Change Orders in Sage/Timberline software for project revisions and update.

Project Coordinator

CDI, Inc - Terre Haute, IN

March 2021 to February 2022

- Supporting high-level executives and management. Provides administrative support and performs numerous duties, including scheduling, writing correspondence, emailing, handling visitors, routing callers, and answering questions and requests
- Contract Management Specialist(CRM)
- Write, proofread ,revise execute, deliver and track all compliance with each contract.
- Project Bid Coordinator and Compliance as well as support to the estimating department during the bid-out process for multiple projects at one time
- Playroom and Software Distributing for Plans and Specifications

- Receive and distribute plans and pertinent information for bids in a timely manner. Using such online programs as Building Connected, Bluebook Network, Construct Connect and Plan Rooms as well as hard bid procedures
- Project Bid Compliance - Prepare all qualifications and certifications for bid submittals, track all sub-contractor qualifications for each bid
- Data Entry and Data Collection for multiple projects
- Market Company to Architects and through Social Media and local funding
- Spearhead all fundraising events as well as event planning
- Conduct all recruiting for company on LinkedIn, Indeed, Careerbuilder as well as Social Media.
- Conduct first Interview set up

Executive Secretary

CDI, Inc - Terre Haute, IN
June 2019 to March 2021

- Provides support throughout all levels of the company.
- Writing correspondence.
- Faxing/Filing/Shipping/Ordering
- Answering questions and requests from vendors, architects and other company related organizations
- Assisting in Public Relations/Marketing
- Assisting in Social Media connections(Facebook, LinkedIn, Instagram, Bluebook) /Website
- Contract Reviews/Writing/Corrective Procedures and Tracking through Vista Viewpoint
- Purchase Order reviews and writing
- Strengthened traceability, developing organization systems for contracts, records, reports and agendas
- Estimating Dept Assistant, Coordinate Activities and documents for all bid proposals
- Assist in Bid Proposal and Submittals. Knowledgeable with Building Connected and Sharepoint applications and software
- Coded invoices and other records to maintain organized and accurate records in Vista Viewpoint
- Data Entry and Collection of property Data Collection.
- Customer Support
- Sales Support Specialist
- Spearhead all fundraising events as well as event planning.
- Conduct all recruiting for company on LinkedIn, Indeed, Careerbuilder as well as Social Media

Branch Manager

Peopleready Staffing
August 2017 to June 2019

2017-2019

- Review potential employee applications against established parameters to determine approval, rejection or modification requirements
- Boosted customer base, acquiring new customers and identifying needs to deliver relevant products.
- Coordinated special update and conversion projects and monitored key performance metrics.
- Built strong rapport with new and existing clients to better serve financial needs and promote branch loyalty
- Evaluated budget plans and current costs to project trends and recommend updates
- Strengthened traceability, developing organization systems for contracts, records, reports and agendas
- Prepared operational and risk reports detailing financial metrics to help management make proactive decisions
- Recruited and hired new branch employees

- Produced sales by executing complete sales cycle process from prospecting through contract negotiations and close
- Optimized staff productivity by managing inter-team conflict resolution, yearly performance reviews, hiring and terminating processes, training initiatives, scheduling, time and a enhance and payroll
- Compiled budget documents and monitored costs to maintain control systems
- Prepared and updated vendor files, including tax and insurance information
- Reconciled monthly statements and transactions to keep records accurate and current
- Coded invoices and other records to maintain organized and accurate records
- Data Collection
- Outside Sales and Services
- Customer Base Support
- Market Staffing company to local and abroad agencies
- Spearhead all fundraising events as well as event planning

Education

Associate's degree in Business Administration

Ivy Tech Community College - Terre Haute, IN

May 2010 to June 2013

Terre Haute South High School

Skills

- Contract Management
- Project Coordination
- Sales Support
- Outside Sales
- Tax Experience
- CRM Software
- Microsoft SharePoint
- Proposal Writing
- Sage
- Public Relations
- Project Management
- Business Development
- Team Management
- Negotiation
- Marketing
- Budgeting
- Event Planning
- Salesforce
- Payroll

- Human resources

Certifications and Licenses

Professional In Human Resources