

# Heather Loney

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10019 Rainbow Creek San Antonio, Texas 78245

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## **Skills & Accomplishments**

Strengths in: office management, customer relations, workflow planning and scheduling, administrative tasks, building/environmental code compliance, reading & scaling blueprints, estimating, permitting, ADA requirements, quality assurance & inspection, coordinating subcontractors, materials purchasing management, vendor/supplier negotiations, contract negotiation & review, arbitration & conflict resolution and other aspects of business management and daily operations. A well-organized individual who promotes continuous learning and advancement through on-the-job training. A creative visionary with a talent in effectual communications.

## **Professional Experience**

Doiron Builders Sep 09 – Oct 09; **Office Manager/Commercial Estimator** (a temporary position)

Estimated costs on commercial projects from 3000 - 10,000 sq. ft. for drywall, texture, paint and wall coverings. Prepared bid packages/proposals and followed up. Authored documents for marketing and solicitation. Managed operation and maintenance of all office equipment, business supplies and their respective cost records. Responsible for submission of timesheets, records management, workflow planning and scheduling, purchasing and invoicing. Performed administrative tasks such as phone communication and scheduling meetings/daily appointments. Remained current with building procedures and products. Developed and maintained excellent client relations.

Compliance Resources, Inc. Mar 08 – June 09; **Environmental Compliance Field Inspector**

Conducted environmental compliance inspections of job sites as per schedule. Communicated with customers regarding inspection findings. Ensured signage was posted on job site and compliant with federal and state storm water regulations. Formulated report from inspection findings and submitted to customer. Transferred reports to Stars program daily. Updated job site maps accordingly as per local regulations or customer requirements. Created a monthly newsletter article on storm water pollution prevention.

Newmark Homes L.P. Feb 06 – July 07; **Contract Coordinator**

Recruited new vendors and prepared their contracts/legal documents/pricing for work. Re-contracted over 120 vendors during a nine-month period to assure compliance with the legal department. Validated and/or obtained insurance certificates/policies for all vendors. Bid out all subdivision plats and established accuracy of incoming bids. Supported the estimating department with take-offs and the purchasing department and construction department with invoice discrepancies when needed. Cross-trained as receptionist when needed.

Monticello Homes July 05 – Feb 06; **Estimating Assistant**

Bid out all plans and ensured preciseness of incoming bids. Established take-offs on all current starts. Aided the purchasing department and construction department with invoice discrepancies when needed. Charged with plan distribution to vendors, superintendents and sales counselors. Proactively communicated with sales counselors regarding clarification on starts as needed. Prepared and presented status report for weekly starts meeting. Cross-trained as receptionist when needed.

\*Over 11 years prior experience with Suncoast Post-Tension as Commercial Expeditor, Wilshire Homes as Expeditor/Estimator, KB Home **promoted to Custom Estimator** from **Production Estimator** and McGuyer Homebuilders Inc. (Coventry/Carmel/Plantation/Pioneer Homes) as Expeditor

## **Additional Skills**

Technology: MS Word, Excel, Access, PowerPoint, Adobe Acrobat, JD Edwards/Timberline/AS400/Legend systems, Flexi-Sign, internet and email applications. Proficiencies: 45+ wpm.

## **Education**

Texas Real Estate Commission – **Professional Inspector's License** (pending completion of work-related experience)

University of Texas – Human Resource Management **Certified**

Austin Community College - Associate of Applied Science Degree - **Business Management** specializing in Human Resources