

# *Michelle Murphy*

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## **Experience**

**Project Coordinator, HCI Construction, Atlanta, GA**

**June 2008 - July 2010**

- Manage day-to-day logistical needs and tasks associated with all ongoing projects
- Communicate with job Superintendents to ensure company policies and procedures are followed
- Prioritize daily tasks ensuring timely and accurate completion of each
- Verify new-hires complete applicable paperwork and that their personnel file stays current
- Ensure accuracy of Superintendent payroll amounts and allocation
- Resolve any unexpected problems that may arise and follow up until the issue is resolved
- Serve as inter-company liaison between the development and construction companies
- Follow all requirements to secure and maintain licensure
- Keep organized detailed records of all correspondence including paper and electronic files
- Participate in weekly meetings updating the team on outstanding items as well as project progress
- Process and track all company inventory to ensure items are checked in and out
- Manage the company cell phone account and adjust the plan if necessary
- Deliver friendly and helpful customer service to current clients regarding warranty items
- Continually assess internal procedures, initiate and develop improvements as needed
- Assist administration and accounting as needed

**Bookkeeper, HCI Construction, Atlanta, GA**

**Jan 2008 - June 2008**

- Responsible for AR and AP
- Created bills and printed checks in Quickbooks
- Mailed and tracked monthly billing statements
- Completed bank deposits both on-site and remotely
- Reconciled bank statements in Quickbooks
- Assisted in the transition of company accounting software from Quickbooks to Timberline
- Utilized Timberline to enter invoices, print checks, reconcile bank statements, and complete journal entries
- Imported estimates and created contracts in Timberline
- Created AIA draws to owner through Timberline
- Produced monthly financials
- Paid and reconciled American Express, Visa, and Home Depot accounts
- Verified subcontractors lien releases and AIA draw forms

**Administrative Assistant, HCI Construction, Atlanta, GA**

**Aug 2007 - Jan 2008**

- Answered phones
- Operated the scanner, copier, and fax machine
- Distributed mail daily
- Prepared and sent out Fed Ex packages
- Kept track of office inventory, ordered and stocked supplies as needed
- Maintained an accurate filing system
- Ordered blue prints & and verified billing
- Wrote construction contracts on AIA software

**Program Director, Jenny Craig, Atlanta, GA**

**June 2007 - Aug 2007**

- Met with prospective clients
- Exceeded sales goals for Jenny Craig programs and products
- Communicated with doctors regarding clients and their health
- Performed service checks on active members
- Contacted inactive clients via phone
- Organized mailings and renewal notices
- Assisted co-workers as needed

**Weight Loss Consultant, Jenny Craig, Atlanta, GA**

**June 2006 - June 2007**

- Provided friendly and helpful customer service both in person and over the phone
- Created and maintained good rapport with clients
- Emphasized client confidentiality
- Challenged, motivated, and encouraged clients to be successful in their weight loss
- Worked effectively with a focus on time management
- Updated client information in database
- Entered and filled client product orders
- Filed client charts

**Server, Bartender, & Trainer, Smokey Bones, Kennesaw, GA**

**Nov 2004 - July 2006**

- Provided efficient customer service and conflict resolution
- Executed daily operations with an emphasis on communication and teamwork
- Maintained organization and cleanliness at all times
- Stocked inventory
- Responsible for the monetary deposit at the end of my shift
- Used a variety of teaching strategies to effectively train my co-workers

**Membership Field Executive,  
Wapehani Girl Scout Council, Daleville, IN**

**Nov 2003 - May 2004**

- Recruited, appointed, & directed volunteers
- Evaluated and provided support to troop leaders
- Enabled those leaders to carry out the responsibilities of their positions effectively
- Ensured that council goals and objectives met the needs of the community
- Identified the need for and provided conflict resolution when appropriate
- Planned, designed, & implemented strategies to ensure effective delivery of membership services
- Maintained direct contact with both girls and adults in order to ensure their needs were met

## **EDUCATION**

- Indiana Wesleyan University, Marion, IN
- Graduated, B.S. Psychology, December 2003
- Cumulative GPA 3.5

## **SKILLS**

- Experience with Microsoft Word, Excel, Outlook, and other Windows based applications
- Proficient in Timberline - AP, AR, BL, CN, GL, IA, JC, and PJ modules
- Used AIA Contract Documents software
- Used Quickbooks
- Familiar with Macintosh OSX operating system

## **REFERRALS**

- Vicky Brenner (770)433-9500 ext 14
- Dan Putman (770)433-9500 ext 25
- Jessica Reidel (404)543-7767
- Brad Jackson (205)447-8905
- Andria Foerch (678)634-8597