

shelley quackenbush

PO Box 485
Wayland, NY 14752
Phone: 585-657-4223
Fax: 585-657-6953
Cell: 585-690-2531
squackenbush@
environmentalconstructiongroup.com

Specialized Skills

Word
Excel
Power Point
Microsoft Project
Outlook
Expedition (in training)
QuickBooks
Evolution Payroll

Accreditations

Notary Public

Education

Central City Business Institute
Syracuse, NY

Wayland Central School (Regents Diploma)
Wayland, NY

Professional Experience

2007- Present

Business Administrator | Environmental Construction Group, Inc. | Albion, NY

- . Serve as liaison administering and expediting critical information between contractors, owners and project managers/team leaders
- . Accounts payable/receivable
- . Contract Administration
- . Submittals and Closeouts

2005- 2007

Part-time - Construction Administrator | MRB Group, P.C. | Rochester, NY

- . Served as liaison administering and expediting critical information between contractors, owners and project managers/team leaders
- . Scheduled a crew of eight fulltime and part-time Construction Observers
- . Prepared contract documents including agreements, notice of award and notice to proceed for issuance to successful bidders; review contractor insurance certificates and bonds for conformance with the specifications
- . Expedition Administrator (in training at this time) – responsible for tracking multiple multi-million dollar public and private construction projects throughout the country
- . Attended pre-bid meetings/preconstruction meetings/bid openings
- . Recorded and distributed meeting minutes
- . Clearinghouse for all correspondence
- . Reviewed and processed contractor's payment requisitions
- . Prepared and processed change orders
- . Project Closeout

2001- 2005

Estimator | Russell P. LeFrois Builders | Henrietta, NY

- . Estimated and managed small projects
- . Provided administrative support for Resident Architect
- . Prepared document packages including proposals, bids, contracts, building permit applications

1990- 2001

Construction Administrator | MRB Group, P.C. | Rochester, NY

- . Managed multiple projects simultaneously.
- . Provided contract administration (Construction Management role) for the new three-story Broome County Courthouse located in Binghamton, New York and the Monroe County Jail Addition (LeChase – CM) located in Rochester, New York. These were two large projects for MRB Group, P.C.
- . Serve as liaison administering and expediting critical information between contractors, owners and project managers/team leaders
- . Clearinghouse for all correspondence
- . Reviewed and processed contractor's payment requisitions
- . Prepared and processed change orders
- . Project Closeout