



## **MICHELE KALEN**

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To Whom it May Concern,

Hello, my name is Michele Kalen. I have over 13 years experience in the construction industry. I began as a laborer, worked through an apprenticeship to become a journeyman bricklayer, and then on to Estimator and Safety Coordinator. I have always strived to excel at whatever I undertake and would like the opportunity to put my experience to work for your company.

I am familiar with numerous construction documents, such as; material invoices, Change Orders, Credit Memos, Addenda, Contracts, Bid Submittals, Scope of Work Sheets, OSHA 300, Foreman's daily reports, etc. I am very familiar with the bid process and safety issues.

My responsibilities as an Estimator were to do material and labor take-offs for current bidding projects, prepare the bid submittal and scope of work sheet, price and bill for Change Orders, send in material submittals and order materials for projects. My duties of Safety Coordinator included writing and holding weekly safety meetings on the job sites, conducting bi-weekly safety inspections of the jobsites, administering warnings of safety violations to employees- if any found, keeping up with required OSHA forms, handling workers comp. claims with insurance company, give scaffold certification training as well as ramset certification training. I have also done job cost summaries, kept track of attendance, kept inventory of company tools and equipment and created various forms for job - book record keeping. I also drafted a company handbook with a corresponding Orientation Power Point presentation which I also went over with new hires, and created new hire personnel folders.

I can operate various office machines, am fluent in EXCEL, WORD and POWER POINT. I know most of the area suppliers, subcontractors and general contractors. I am quite sure that I can be an asset to your company as I have a wide range of experience in construction, good organizational skills and I am not afraid to venture out of my job description to help out. I have certifications in OSHA 10hr., Forklift Operator, Ram-Set operator, and Scaffold Competent Person.

I am seeking work as a bricklayer or in estimating, safety or other office positions. Please see my attached work history.

Sincerely,

Michele Kalen