

KRISTI SLOAN

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Objective:

To obtain a position that will combine my skills of project coordination, interpersonal, administrative, creative, and problem solving skills into a long lasting career.

Experience:

- Commercial Project Management
 - Overseeing the daily office operations, productivity, budget, contractors and suppliers coordination
 - Maintaining a high caliber of communications with owners, architects, subcontractors, suppliers and company operations.
 - Researching and obtaining required licensing and bonding, based on site plans and manual received.
 - Bidding and awarding contracts to subcontractors nationwide
 - Invoicing and tracking payments from owners and to subcontractors
 - Closing out projects to satisfy requirements of the owner, landlord and company policies
- Direct supervision of a small office, including payroll and bookkeeping
- Knowledge of current design trends, countertops, cabinet makers and their styles, along with appliances and plumbing fixtures
- Computer skills – proficient with Microsoft products and Construction Partner, various web based ordering programs, and quick to learn anything new
- Residential Kitchen and Bath Design - including designing on 20/20; customer follow up; reviewing designs; confirming pricing; and placing all orders
- Ordering, cutting orders, tracking inventory, giving classes, and customer service

Employment:

- **JMI, Inc.**, Knoxville, TN January 2008 to Present
Operations & Field Services Administrator
- **Kitchen Sales, Inc.**, Knoxville, TN May 2004 to January 2008
Kitchen and Bath Designer / Expediter
- **The Home Depot**, Knoxville, TN March 2000 to May 2004
Kitchen and Bath Designer
Garden/Greenhouse Lead and Paint Sales Associate
- **Freelance Photography**, Orlando, FL & Chicago, IL July 1995 to August 1999
Freelance Photographer's Assistant / Food Stylist –
Architectural, food, product, lifestyle photography, and black and white printing

Education:

- **Studying for PMP course**, for Fall 2010 Test
- **OSHA 10-hour Construction Safety and Health**, September 2008
- **Pellissippi State Technical community College**
 - Classes in Architectural / Interior Design
- **Tennessee Certified Nursery Professional**, January 2001
- **University of Tennessee**, Agricultural Extension Service
 - Master Gardener, Fall 2000
- **Culinary Institute of America**, Hyde Park, NY
 - Food Styling Seminar, March 1999
- **Cooking and Hospitality Institute of Chicago**
 - Food Presentation classes, Fall 1998
- **Savannah College of Art and Design**
 - Bachelor of Fine Arts in Photography May 1995