

AUSTIN B WEBB
5103 Trousdale Drive
Nashville, Tennessee
615-347-3102
awebb7@gmail.com

EDUCATION: Bachelor of Science in Construction Management Technology, December 2011
Minor in Business Administration
Middle Tennessee State University, Murfreesboro

Bachelor of Arts in Political Science, May 2005
University of Tennessee, Knoxville

- Member of MTSU chapter of Associated Builders and Contractors
- Member of MTSU chapter of Associated General Contractors of America
- BIM 101 training through Associated General Contractors

WORK EXPERIENCE: **Interim Office Manager, May 2009 to January 2010**
Mid-State Oncology and Hematology, Nashville Tennessee

- Investigated and purchased Electronic Medical Records software for the practice, guiding clinical and billing staff through the purchase decision and web-based learning
- Created an in-house dispensing pharmacy for the practice; including software and hardware purchases, pharmaceutical purchase negotiating and clinical staff education and training
- Transitioned the billing software from outdated *Medical Manager* to *Intergy*; including training and interface developments
- Analyzed purchasing patterns, time and material waste, and excess staff to reduce expenses and increase profitability; thereby reducing the debt load of the practice

Promoted to: Sales Manager, April 2008 to January 2009
CLP Resources, Inc. Nashville Tennessee

- Was consistently in the top 10% of sales to quota nationwide
- Interacted with local and national contractors, providing skilled trades people to match the demands of each jobsite
- Managed communication between office staff, available workers, and contractors to maintain excellent quality control and customer satisfaction
- Planned daily sales routes designed to maximize results in developing new accounts while maintaining exceptional customer service with current billing accounts
- Utilized various computer applications to focus my sales attention on viable prospects in the construction industry

Trades Recruiter, April 2007 to April 2008
CLP Resources, Inc. Nashville Tennessee

- Recruited all new hires; screened applicants; interviewed, drug tested, and reference checked all employees
- Managed a weekly payroll for 60 employees; including timecard issues, client billing issues and wage garnishments
- Increased Nashville's revenue by matching the right worker and job, ensuring longer assignments
- Transitioned our branch from a large labor pool into a smaller bench of highly skilled, trade specific employees
- Led weekly safety meetings instrumental in making Nashville one of the safest branches in the nation

Inside Sales, June 2006 to April 2007
Stewart Lumber Company, Brentwood Tennessee

- Maintain quality and service customers deserve and expect
- Assist salesmen with customer satisfaction and expediting customer deliveries
- Place and track special orders for all customers and all vendors