

**Julie Michelle Kaufmann, CIT**  
**1844 Slalom Drive**  
**Virginia Beach, VA 23453**  
**Phone: (757) 301-8795 ~ Cell: (757) 469-3667**  
**kaufmann627@cox.net**

**Work History:**

Dec. 2008 – Dec. 2010

**Robra Construction, Inc.** – Virginia Beach, VA

*Project Manager Assistant / Company Quality Control Manager / Project Manager*

Assisted in and involved with design and management solutions on a regular basis and is closely involved throughout the Design-Build process assisting with design requirement to streamline the process and minimize the cost of design/build projects to the Government. Assisted with project estimating, scheduling and planning for both new construction and renovation contracts. Additional duties and responsibilities include but not limited to subcontractor recruitment and negotiations' contract enforcement; establish and maintain job cost records, certified payrolls, issue and negotiate subcontractor change orders and oversee project close out and company performance analysis. Provided support on all military and government construction contracts from contract award to project closeout. Worked closely with clients, owners, superintendents and subcontractors. Review of administrative and technical submittals to make sure they meet the requirements of contract specifications and plans before final approval. Responsibilities also to include the generation of subcontracts, safety plans, quality control plans and any other responsibilities as needed from contract award to project closeout. *Received "Letters of Recommendation" from Government and Robra Construction Inc..*

June 08 – Present

**Corporate Visions, Inc.** – Virginia Beach, VA

*President, Owner*

Provide complete corporate meeting, business event and social event management services for corporations, area businesses and organizations, including golf outings. Total event management from proposal, event design to day of event. Work closely with client, suppliers, vendors, and subcontractors to fully meet client's expectations for their event.

Feb. 07 – Sept 08

**Fuller Construction Corp** – Virginia Beach, VA

*Project Manager Assistant*

Provided support for commercial construction contracts from pre-bid, contract award to project closeout. Responsibilities and experience to include but not limited to submittal review, plans, specifications, generation of subcontracts, change orders, RFI's, recording meeting minutes, correspondence and project tracking. Worked closely with company president, project manager, subcontractors, clients, owners, superintendents and jobsite personnel. *Received "Letter of Recommendation"*

June 03 – Jan 07

**Tesoro Corporation** – Virginia Beach, VA

*Contract Assistant*

Provided support for government construction contracts. Also provided support for multiple project managers. Responsibilities include but not limited to the generation of subcontracts, administrative and technical submittals, schedule of values, safety plans, and quality control plans. Other responsibilities include assisting with project cost to complete reports, soliciting quotations for bids, WebCM, ComputerEase and preparing vouchers for invoices. *Received "Letter of Recommendation"*.

Sept 02 – June 03

**Metrotec Associates, Inc.** – Virginia Beach, VA

*Contract Specialist*

Provided on site support for construction projects with multiple superintendents and subcontractors. Responsible for preparation of change orders, proposals, subcontracts, tracking project status, and maintaining records for billing purposes. Also compiled schedules for superintendents and subcontractors to ensure project deadlines were met. *Received "Letter of Recommendation"*.

May 02 – July 02

**Gold Key Resorts** – Virginia Beach, VA

*Sales Agent*

Sales of Vacation Resort Timeshares to families nationwide. *Received "Letter of Recommendation"*.

Aug 01 – Jan 02

**RoanokeOnline** - Roanoke, VA

*Marketing Director*

Marketing and advertising of website and webdesign services to area businesses in Roanoke and the surrounding areas.

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Jan 81 – May 02                   **Worked for Various Advertising Companies**  
*Office Manager/Supervisor/Production Manager/ Manager/Mailshop Director*

Total supervision and management of various advertising/direct mail companies. Responsibilities to include but not limited to training of new employees, instructing new employees how to perform their best, mentoring, ensuring production quota is being met, production scheduling, job tracking, and total management of advertising production facility. *Received various "Letters of Recommendation" during my advertising career.*

**Certifications / Qualifications:**

- Completely functional with ComputerEase, Windows 2003 programs, Word, Excel, Microsoft Office, and other computer applications.
- May 2004 - Certified as "Construction Industry Technician (CIT)" by NAWIC Education Foundation and Clemson University.
- Certified since November 2004 to Present - US Army Corps of Engineers / Construction Quality Management for Contractors Certificate.
- January 2005 to September 2008 – Member of NAWIC - National Association of Women in Construction
- May 2006 – Microsoft Project 2000 Certificate from Doran Consulting
- September 2006 to September 2008 – Inducted as "Director" of NAWIC Chapter 137 for a 2 year term.
- September 2006 – September 2008. In charge of Marketing and Public Relations for Chapter 137. Received "Letter of Recommendation" from Region Director, Shirley Horne.
- September 2007 – Received "2007 Rookie of the Year" Award for NAWIC
- OSHA30 – Pending
- American Red Cross First Aid & CPR - Pending

**Education**

- May 1982 - Cambridge Academy, Ocala, FL – *Graduated with highest honors.*
- 1991 Strayer University, Woodbridge, VA – Computer Programming (3.5 GPA)
- 1995 ITT Technical Institute, Orange Park, FL – Engineering (3.8 GPA)
- Currently enrolled at Tidewater Community College pursuing a degree in Civil Engineering Technology with a minor in Architecture.

**Letters of Recommendation Received:**

June 08	<b>US Army Corps of Engineers</b> - Virginia
Dec. 08 – Dec. 10	<b>Robra Construction, Inc.</b> – Virginia Beach, VA
Feb. 07 – Sept 08	<b>Fuller Construction Corp</b> – Virginia Beach, VA
June 03 – Jan 07	<b>Tesoro Corporation</b> – Virginia Beach, VA
Sept 02 – June 03	<b>Metrotec Associates, Inc.</b> – Virginia Beach, VA
May 02 – July 02	<b>Gold Key Resorts</b> – Virginia Beach, VA
Jan 02 – May 02	<b>Hampton Roads Mail Service</b> – Virginia Beach, VA
Aug 98 – July 00	<b>Merkle Mailing Services</b> – Hollywood, MD
Feb 95 – July 98	<b>Printcraft/Mailcraft</b> – Jacksonville, FL

**Letters of Reference:**

June 08 – Present                   **Corporate Visions, Inc.** – Virginia Beach, VA - *Received "Letter of Reference" from NAWIC*

**Employee of the Month:**

Jan 81 – Dec 94                   **J.J. Mailing, Inc.** – Hollywood, MD – *Received "Employee of the Month" May 1985*