

Mindy Brubaker
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Objective

I am seeking a permanent position with a company that will allow me to continue my career while challenging me toward continued growth. I am an experienced Estimating Coordinator with strong organizational skills. I am able to manage a large team of estimators and manage high volume bids. I possess excellent communication skills which allow me to create and maintain a strong working relationship with the construction community. I can handle multiple tasks and heavy workload with little or no supervision.

Experience

May 2010 – Current

Johnson Controls

San Antonio, Texas

System Operations Analyst

Assist with submittals by receiving, tracking and submitting. Assist Project Manager with coordination including but not limited to attending project meetings as assigned, recording and distribution of minutes of such meetings. Collection, processing, logging, and maintenance of required records including daily reports, safety training, Maintained and updated commissioning matrix and provided up to date schedules and data for commissioning team. Received, logged, tracked and submitted PCOs. Performed other related duties as assigned by management.

July 2007 – April 2009

Bartlett Cocke

San Antonio, Tx.

Estimating Coordinator

Responsible for coordinating plan pick up from Architect, Engineers and Owners. Arranged for bonding and bonding letters for upcoming bids, and arranged for Insurance documents for upcoming bids and solicited subcontractors for bid participation. Numbering, logging, and issuing plans to sub-contractors, and filling out the bid form for bid day. Maintaining the data base of over 4,000 sub-contractors. Screening all calls for the V.P. Calendaring all bids, events, and meetings for Estimating Department and V. P. Prepared all hand off binders for project. maintain the plan room, and placed all newspaper ads for upcoming bids.

July 2005 – July 2007

Bartlett Cocke

San Antonio, Tx.

Receptionist

Greeted all incoming guests and customers. Answered high volume multi-line phone system. Maintained daily mail for Austin, Houston and San Antonio offices. Prepared packages for couriers and shipping. Maintained PO log. Locked and secured the office at the end of the day.

Sept 2003 – July 2005

Bali Salon and Day Spa

San Antonio, Tx.

Assistant Manager

Responsible for daily operations, ordering products, and general organization of the work areas. Reviewed resumes and conducted interviews for potential employees. Submitted weekly payroll to district manager. Responsible for all daily bank deposits.

Aug 2002 – Sept 2003
Assistant Manager

Sergios Salon and Spa

San Antonio, Tx.

Responsible for daily operations, ordering products, and general organization of the work areas. Responsible for all daily bank deposits. Submitted weekly payroll to district manager. Reviewed resumes and conducted interviews for potential employees.

Education
1988 - 1992 Robinson High School
1996 - 1997 McClennan Community College
1998 -1999 Blinn College

Office Proficiency
Proficient in Windows 2000, Microsoft Word, Excel, Access, Powertools, Power Point, Microsoft Outlook, Lotus Notes and Constructware, Typing 55+ wpm, filing, mail, multi-line phone systems and digital filing systems. Excellent internet skills.

References

Rebecca Mansfield	Marketing Director	512-296-6360
J.D. Elkins	Senior Project Manager	214-957-2134
Paula Rogers	Estimator	210-655-1031
Mark Cottle	Senior Project Manager	940-395-3467
John Thompson	P6 Scheduler	512-578-6252