

**CAROL FREELANDER-KENNEDY**

1416 Boone Way • Placentia, CA 92870  
 Telephone: (714) 654-7779 • E-Mail: cfk123@roadrunner.com

**SUMMARY OF QUALIFICATIONS**

A results-oriented professional with excellent qualifications in **SALES/MARKETING, EXECUTIVE MANAGER, PUBLIC RELATIONS** and **MANAGEMENT**. Possess outstanding communication and interpersonal skills. Very resourceful and adaptable. Resolve problems with tact and diplomacy. Motivated and enthusiastic towards customers and co-workers. Exhibit a flexible attitude and perform successfully independently or as part of a cooperative team effort. Can analyze any situation and promptly formulate a plan. Present a professional and positive company image at all times.

**Key Strengths Include:**

- Supervisory experience with the ability to successfully motivate personnel.
- Exemplary management skills in the coordination of multi-task responsibilities.
- Deliver quality customer service with the ability to meet or exceed client expectations.
- Precise and thorough, maintaining accuracy and quality in work performance.

**PROFESSIONAL EXPERIENCE****OFFICE MANAGER COMMERCIAL CONSTRUCTION** • Norton Construction – Fullerton CA

Experience in administration, general management and presentations. Responsible for numerous subcontractors, coordinating resources, data processing, support activities with project superintendents. Served as company liaison between insurance companies and subcontractors to insure proper insurance coverage. Facilitated contracts, invoices, bids, and sample packets to Architecture Firms. Successful implementation with Wachovia Banks to expedite all documentation promptly. Proven ability to work effectively with people at all levels of management.

**OFF-SITE CONSTRUCTION CONTRACT ADMINISTRATOR** • Meritage Homes - Irvine, CA

Directly accountable for preparing requisition forms, purchase orders, change orders and a high volume of additional documents for this community home builder. Coordinate correspondence information for 14 simultaneous projects and ensure accuracy and timelines at all times. Review contracts for off-site needs such as sewers, storm drains and landscape. Complete contracts and contract scopes. Enter contract information into PeopleSoft.

Collaborate with project superintendents, field personnel, accounts payable staff and other personnel to handle specifications and invoice distribution. Manage weekly budget report distribution and administer claims information packets to sales offices and construction site locations. Oversee safety information and regularly update safety manuals. (2002 to 2006)

**SALES/MARKETING REPRESENTATIVE/OWNER** • Mrs. Kennedy's Taffy - Newport Beach, CA

Responsibilities included all aspects of running this gourmet salt-water taffy business. Supervised a staff of assistants, attended numerous trade shows and promoted products. Sold items wholesale and retail both via the website and in-person. Developed and implemented innovative marketing/advertising and increased sales through heavy customer relations.

Marketed to the hospitality industry including creating products specific to the industry. Purchased products/supplies, handled accounting, advertising and customer service duties. Generated sales to bridal shows, boutiques, airports and fundraising events. (1998 to 2002)

**EDUCATIONAL BACKGROUND**

**B.S. Degree**/Business Management • Pepperdine University - Malibu, CA

**A.A. Degree**/Fashion Merchandise • Brooks College - Long Beach, CA

**Computer Skills:** Windows 2003 • Word • Excel • PowerPoint • Goldmine • PeopleSoft

**REFERENCES:** Available upon Request

**COMPENSATION:** Open to Negotiation