

Laura Vitale

Assistant Project Manager

237 NE Fiddlewood Avenue
Lee's Summit, Missouri 64086
816.217.7191

Education:

University of Central Missouri
Warrensburg, Missouri, **Current**
Majoring in Construction Management

Longview Community College
Associates in Applied Science,
Construction Management
Lees Summit, MO, 2008

Port Richmond High School
Staten Island , New York, 1999

Licenses/Certificates/Awards

- OSHA and Site Security Certification
- Advanced Print Reading Certification
- Construction Planning Certification
- Accident Prevention/Loss Certification
- Construction Estimating Certification
- Contract Documents Certification
- Productivity Improvement Certification

PEMBER CONSTRUCTION INC.

Lee's Summit Missouri, 2008 - Present

Miss. Vitale is serving as an assistant project manager for several projects for the City of Warrensburg, Missouri. Miss Vitale's duties as Assistant project manager include facilitating the design and construction of five major building projects and three remodel projects totaling nearly \$11.7M. Miss Vitale handles all prevailing wage documents and compliance interviews, project manages all furniture, fixtures and equipment, coordinates project contract documents, assembles division 1 specifications, assists with warranty claims, maintenance issues, submits all materials necessary for plan review, prepares project schedules, prepares and distributes meeting minutes, posts addendums, prepares daily logs for each individual project, and maintains photo logs.

WSR (Wolfe Stump/Snow Removal)

Pleasant Hill, Missouri 2006-2008

Provided Administrative Assistant services for company start up. Running Quikbooks software, invoicing, and accepting payments from all clientele. Performing miscellaneous office duties, including bids for new clients.

Commonwealth Land Title Company

Independence, Missouri 2005-2006

Miss Vitale served as receptionist for this residential title company answering a twelve line switch board, filing, data entry, and other miscellaneous duties.

Beauty Express/Trade Secret

Lees Summit, Missouri 2001-2005

Miss Vitale was a hairdresser specializing in men's and women's haircuts, hair coloring/bleaching, relaxers, permanents, and nails. During this time she also sold numerous hair products to her clientele, ran cash register/computer systems, and answered company telephones.

**Please note the gap in work history is due to school enrollment directly following High School between 1999 and 2001.