

Kathy B. Moore
4715 Roberts Rd.
Valdosta, Ga. 31605
Day: 229-561-0485 / Evening 229-561-0485

Objective: Office Manager / With RMS/QCS Experience

Highlights: Extremely well organized and efficient. Learn procedures and methods quickly. strong bookkeeping and managerial experience. Capable of handling multiple projects concurrently. Excellent public relations and the knowledge to maintain a professional business office.

Experience:

Batson-Cook Construction Valdosta, Ga.
Construction Adm. RMS/ QCS 2011-2011
Office support for the completion of the (CDC) – Child Development Center – (\$10 million dollar project) completed May 13, 2011. Please see previous job w/ Slone.

Ma-Chis, LCITE / Slone Associates Valdosta, Ga.
Office Secretary /RMS/ QCS 2008-2010
Office support for the building of a COE- Design-Build (\$6.5 million dollar project) located at Moody Air Force Base, Ga. To be completed in the spring of "2010". I have the knowledge of the RMS-QCS program that is being used by the COE at this time on their jobs.

JCI Construction, LLC Moultrie, Ga.
Office Secretary 2008-2008
Office Support for the building of a new (\$38 million dollar school facility) located in Adel, Ga. It is the new (Cook County High School) completion to be summer of "2009".

Tom Coody Construction, Co. Valdosta, Ga.
Office Manager 2003-2007

- Operate and maintain the office in a professional manner.
- Maintained all Taxes and deposit of taxes for office following:(Federal, State, SS, Medicare, SUTA and FUTA).
- Entered and maintained Accounts Payable's / Receivable's
- Maintained all project's and information with P/L Sheet.
- Maintained (4) company check books (all deposit's ,check's, reconciliation's and reimbursements).
- Set up and maintained all Sub-Contractor's contracts and insurance
- Set up and maintained customer's files, contract's and payment's.
- Called the bank or bank's for our Draw's when work was completed or that phase of the new home construction.
- Monitored the (W/C & GL) insurance of our Subcontractor's to make sure they were current and had active insurance.
- Prepared and distributed payroll for Vendor's & Sub-Contractor's.
- Worked closely with the Sub's during the construction and the completion of a home.

KBM Business Solutions, Owner Valdosta, Ga.
Bookkeeping business 2000-2003

ACC Construction Co., Inc.
Office Manager / Secretary

Augusta, Ga.
2000-2000

- Operated and maintained the office in a professional manner.
- Maintained Accounts Payable / Receivable.
- Processed daily reports for home office and the COE.
- Maintained company check book (all check's written, deposit's and any reimbursement's).
- Maintained 13 log books from which reports for the Government were derived
- Maintained certified government timesheets and Payrolls.
- Set up and maintained all project and personnel files.
- Provided coordination and communication between Home Office, Sub-Contractor's and Gov't. cost.
- Purchased materials and checked with vendor's on new products and
- Prepared payroll for the Home Office and distributed when received.
- Maintained Worker Compensation files, EEO logs and OSHA record's.
- Acted as a Human Resources representative on site for ACC.

McKnight Construction Co., Inc.
Office Manager / Submittal Secretary

Augusta, Ga.
1998-2000

- Please refer to the above referenced job. I went to Ft. Benning, Ga. with the company after the job at Moody Air Force Base, Ga. was finished, same duties were performed.

Georgia Self Storage
Manager

Valdosta, Ga.
1997-1999

- Oversaw the daily operation's of a 384 unit facility.
- Maintained the office in a professional manner.
- Processing of new tenant's in and out of their storage unit's.
- Setting up and maintaining new and old tenant files.
- Processing of daily customer payment's and renewal's.
- Processing of daily, weekly, and monthly reports.
- Maintaining daily time sheets for weekly payroll.
- Conducting a lock and ground's check everyday.
- Operation and close of cash drawer on a daily basis for the processing Bank Deposit's.
- Customer service calling delinquent tenant's regarding their past due account and getting a payment scedhule.

Parkwood Developmental Center
Administrative Services Coordinator

Valdosta, Ga.
1996- 1997

- Worked directly under the Administrator as her assistant and Coordinator for the facility.
- Account's Payable / Receivable
- Worked with 14 department's to keep their budget in order.
- Purchasing and ordering supplies for the 14 department's and getting work estimates when needed.
- Helped with the processing of daily, weekly, and reports to the home office.
- Helped prepare and distribute payroll for 350 employee's.

Van Guard Self Storage
Manager

Pensacola, FL.
1990-1995

- Please see the experience at Georgia Self Storage job duties were the same except we did hold Lien Sales.

Parkwood Developmental Center
Purchasing Agent

Valdosta, Ga.
1988-1990

- Worked directly under the Administrator.
- Purchased supplies and products for 14 departments.
- Maintained the budgets for each department.
- Kept up with the OSHA products within the facility and their use in a control log book.
- Worked with each department to see what their needs and help.

Education: Valdosta High School
High School Diploma

Valdosta, Ga.
1974

Valdosta Technical School

Valdosta, Ga.
1976



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY

SAVANNAH DISTRICT, CORPS OF ENGINEERS
MOODY RESIDENT OFFICE
P.O. BOX 2166, VALDOSTA, GA 31604-2166

April 20, 2000

To Whom It May Concern:

I would like to recommend Ms. Kathy Ingram for whatever position/job she may be applying for. Ms Ingram held the position of field office manager for a large middle Georgia construction company who recently built a six (6) million-dollar administration facility at Moody AFB, which I provided construction management oversight on. This company has no additional work in the area necessitating Ms. Ingram to seek other employment opportunities.

My personal opinion of Ms. Ingram's work habits and capabilities was that she was a very professional and loyal employee. She was extremely efficient and willing to do whatever it took to get the job done. Her attitude was outstanding, even under trying circumstances. She related and communicated well with everyone she dealt with, whether it is work related or not. Her impressionable personality and "can do" attitude allowed her to be extremely successful in the performance of her office manager duties. She thrives on being challenged and her willingness to "make it happen" is a trait, which will allow her to be successful at whatever she chooses to do.

Ms. Ingram's work habits and ethics will definitely allow her to quickly become an asset to any company she works for. Again, I want to strongly recommend her for whatever position she is applying for. Her attitude and abilities are beyond reproach.

Sincerely,

A handwritten signature in black ink, appearing to read "Ric Powers", written over a circular stamp or seal.

Ric Powers
Area Engineer

April 7, 2010

To Whom It May Concern:


I have worked with Kathy B. Moore for the past eighteen months and during that time in our management group she has demonstrated a wonderful, initiative and positive attitude towards her work and accomplishments. She is a hard worker and a self starter who knows how to get the work done quickly and effectively. Both qualities have made her a member of our team. It is with pride that I recommend her for any position which she is applying.

In addition to her general duties she would research and help any time she always found a way to make to make things go smoothly and did it all with a smile. She communicates well with others and has a great attitude that embraces all challenges and encourages other members to do the same.

Mrs. Moore is very resourceful and creative and able to come up with innovative approaches on how to get the project completed. She will be missed when this project is completed.

In closing, as detailed above, based on my experience working with her, I can unreservedly recommend Kathy B. Moore. If you would like further elaboration, feel free to call me at (706-984-2775).

Sincerely,

A handwritten signature in cursive script that reads 'J. Tom Dansby'.

J. Tom Dansby,
Quality Control Coordinator



GENERAL CONTRACTORS 835 GIL HARBIN INDUSTRIAL BLVD. • VALDOSTA, GA 31601 • (229) 244-6709 • FAX (229) 244-7778

Ma-Chis LCITE

PO Box 205, Lake Park, GA 31636

July 15, 2010

To Whom It May Concern:

This letter is in reference to Kathy B. Moore of Valdosta, Georgia. I have had the pleasure of working with Kathy for the last 20 months on the Design/Build Moody Commercial Access Gate Project at Moody Air Force Base, GA where she served as our Project Secretary. This was a joint venture project with Slone Associates, Inc. and Ma-Chis LCITE, constructed for the US Army Corps of Engineers with a total construction cost of approximately \$7.2 million. During the course of this project, Kathy performed many tasks including project submittals and tracking, keeping meeting minutes, submitting and tracking certified payrolls of our subcontractors and completing certified payrolls for the Ma-Chis staff, maintaining monthly man hour reports, testing logs, subcontractor's insurance records, equipment safety checklist book, and maintaining GA UPC utility locate requests. Kathy's responsibilities also included correspondence with design A/E, acquiring and reviewing of subcontractor submittals for completion prior to submission to the COE, and working closely with our QC Manager for site safety orientation, accident prevention plan and quality control plan.

There has been no task too tough for Kathy. She has kept extensive records, has kept our submittals and submittal registers in order, kept the Army Corps of Engineers QCS/RMS program up to date for this project, worked well with the local Corps of Engineers inspectors and their secretary in making sure all required documentation was submitted in a timely manner. Kathy has good computer skills, was always prompt, always at work on time and always willing to work as late as it took when the load got heavy. She is a competent and confident worker and was a real asset to the project team. Kathy was hired specifically for this project and I have regrets that our current work load will not allow us to keep her on staff now that this project is complete.

I am certain that Kathy would be a valuable asset to any firm that can utilize her skills and highly recommend her for employment. If you have comments or questions, you may contact me on my cell phone at 229-300-4358, at home at 229-686-6376 or by email at gbell@sloneassoc.com.

Sincerely,

A handwritten signature in black ink, appearing to read 'Greg Bell', written in a cursive style.

Greg Bell
Slone Associates, Inc. / Ma-Chis LCITE
Field Project Manager



A JOINT VENTURE
COOK COUNTY HIGH SCHOOL PROJECT
P.O. Box 190 (39818) · 3140 Thomasville Road · Bainbridge, Ga. 39819
Phone: 229-248-1202 · Fax: 229-248-1266

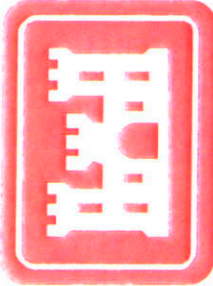
October 15, 2008

To Whom It May Concern:

Please accept this letter of recommendation for Kathy. Since the beginning of the Cook County High School Project, Kathy has met and exceeded my expectations. She has brought a high level of professionalism to her position. With her knowledge of local suppliers and subcontractors, she has made the day to day coordination of construction activities painless. She will bring a warm and cooperative personality to any organization. Feel free to contact me at 229.456.1076 if you require any further information.

A handwritten signature in black ink, appearing to be "R. Folkman", written in a cursive style.

Robert W. Folkman, Jr.
Project Manager



USACE LEARNING CENTER
HUNTSVILLE, ALABAMA

CERTIFICATE
THIS IS TO CERTIFY THAT

KATHY B. MOORE

has completed the Corps of Engineers Training Course

CONSTRUCTION QUALITY MANAGEMENT FOR CONTRACTORS

Given at USAED, Savannah **11 February 2009**
Location **By** **Instructional District** **Date**

[Signature]
Facilitator

THIS CERTIFICATE EXPIRES FIVE YEARS FROM DATE OF ISSUE

[Signature]
Director, USACE Learning Center