

PAMELA S. OTTERSBAACH

SUMMARY

Substantial experience with twenty two years of experience in all facets of the construction industry including local, state and federal projects, commercial, residential, real estate owned rehabilitation's and road and bridge construction. Accustomed to working in a fast paced, highly demanding and challenging environment with the ability to respond quickly, communicate and coordinate effectively, and successfully manage construction projects.

Experienced with contract negotiations, purchasing, budgeting, estimating, payroll, accounts payables/accounts receivables, construction project accounting, RFI's, submittals, ASI's, scheduling, field engineering and customer service.

EDUCATION:

Florida All Lines Adjuster
Florida Qualified Storm Water Management Inspector
Florida Notary
Hickman County Vocation Schools, Centerville, TN, Business Office Administration, 1982
30 Hour OSHA
CPR/First Aid
Multiple Business and Management Courses

CAREER HISTORY

Forcon International Corp. - Consultant - Multiple complex construction claims and default matters, settlement of construction claims, takeover agreements, sole source contracts, and numerous construction project bond claims.

Allen Louis Contracting Group, Inc. - President - a small, successful, General Contracting firm which provides Commercial, Site Work, Marine Construction, Specialty Construction, Construction Management and Custom Residential Homes throughout the state of Florida.

Balfour Beatty Construction, Military Housing - Project Engineer - Duties included project engineering and assisting the Project Management for eight military housing projects across the Gulf Coast region of the United States. Responsible for all RFI's, submittals, ASI's, scope and contract negotiations, budgeting, pay application review, change order requests and change orders and closeout. Traveled to all project sites in the Gulf Coast Region and conducted Pre-Construction Meetings, Owner Meetings and site walks and reviews with the Owner. Worked very closely with the Architects and Engineers correcting design errors and material specification issues for this Design Build Project. Managed all drawing logs and distribution for all Architectural

and Civil Drawings, ASI Logs, Submittal Logs. Created all meeting agendas and meeting minutes for distribution for all meetings on the Gulf Coast projects. Created all CPM schedules and updates.

Successfully closed four projects in under thirty days to the Owners satisfaction and saved our unit upwards of \$500,000.00 negotiating with subcontractors and auditing billings.

Smith Family Homes - Purchasing Director/Construction Safety Director - Directly reported to the President and the Vice President of Operations, managed the day to day operations of the Purchasing Department to include estimating, budgeting, design option pricing and product selections, quality control and design reviews with the Architects and Engineers. Qualified and negotiated all subcontracts. Created and refined budgets for all series of homes, created financial statements and reported profit status to the President. Negotiated with all vendors and nationwide contracts and created all builder rebate programs for the company. Implemented a program to ensure all contract prices were not exceeded. With fifteen employees we successfully saved the company an average of \$1.5 million per year. Performed regular Quality Control and Safety Inspections on all project sites in Hillsborough, Pasco and Manatee Counties in Florida.

Developed, Implemented and managed the Safety Program in accordance with OSHA standards to achieve a zero harm policy.

Richland Towers, LLC - Project Coordinator - Reported directly to the Vice President of Operations. Duties included tracking all projects from site acquisition to construction completion and closeout. Created budgets and project schedules, wrote subcontractor scopes. Collected and reviewed all insurance and bond documents required. Processed all AIA accounting documents. Implemented a standard policy for collecting contracts, bonds and insurances. Created a filing system with a master file index for the construction division.

Willis of Florida - Client Manager - Managed the OCIP (Owner Controlled Insurance Program) for a California based builder. Enrolled subcontractors in the OCIP program, verified their insurances and assigned rates, reported to the building contractor weekly and reported to the wrap up administrator monthly.

Hardin Construction - Project Administrative Assistant - Assisted the Project Management team on site from conception to closeout and warranty phases of projects. Wrote subcontractor scopes, created all contracts and change orders, assisted with RFI's, submittals and drawing logs and distribution of drawings. Assisted in managing all as built drawings. Responsible for controlling all executed documents, required insurances, bonds, licenses, etc. Tracked all Owner Direct Purchase Orders and Owner Controlled Insurances. Created all meeting agendas and meeting minutes. Successfully worked on multiple projects at one time with multiple teams and successfully closed three projects to the Owners satisfaction. All general office administration duties.

FORCON

INTERNATIONAL

WWW.FORCON.COM

Putnam Engineering - Project Engineer - Reported directly to the Vice President of Engineering. Created proposals, contracts, handled all the AR/AP for the construction division, scheduled all survey field personnel, and reviewed all Architectural and Civil drawings for accuracy and

approval. Processed all construction permits, coordinated client meetings and site inspections. Created all meeting agendas and meeting minutes.

All Glass, Inc. - Office Manager - Reported directly the President and General Manager. Responsible for all accounting, payroll and purchasing. Managed all human resources issues. Responsible for adherence to the corporate Safety Program including weekly tool box talks and technician training. Responsible for monitoring and recording any incidents. Reviewed projects records and schedules and made recommendations to achieve our monthly sales goals. Responsible for problem solving for all customer service calls.

The Home Depot - Construction Secretary - Reported directly the Southeast Division Construction Manager. Verified all subcontractors pay applications, prepared project profit and loss analysis for the Director of Construction, Southeast Division. Responsible for all drawing logs, drawings and distribution of drawings for all construction projects in the Southeast Division. Performed all general administrative duties.

Atlanta Testing & Engineering - Dept. Administrator/Project Coordinator - Responsible for preparing all proposals and contracts, reviewing all construction plans and documents. Assigned and scheduled all engineering technicians. Met with clients to review proposals, schedules, progress updates and to discuss identified problems and solutions. Coordinated all out of town projects including site mobilization, insurances, licensing and reciprocity. Implemented a Safety Plan and conducted weekly site visits and on site meetings with field personnel. Assured lab testing was accurate and completed in a timely manner. Reviewed and approved all testing and inspection reports.