

Lisa

Johnson



**Address: 878 Hillcrest Drive
Nokomis, FL 34275**

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Education

- University of South Carolina

Responsibilities

- Assist Project Managers and Superintendents in every aspect of project administration
- Insurance Compliance
- Contracts Templates
- Davis Bacon
- Subcontractor Billing/Lien Releases
- Supervision and training of all Project Coordinators

Strengths

- Prioritizing Tasks
- Flexible and Adaptable
- Self-motivated
- Reliable and Accountable
- Attention to details
- Goal Oriented
- Result Oriented
- Ability to Multi-task
- Team Player

Summary

Lisa has over 25 years experience in the field of Management, Program Planning, Management of Accounts, Contract Administration, Supervision and Project Coordination. She has handled multiple large and small scale projects simultaneously ranging in value from \$144K to \$25M. Lisa's attention to detail and consistency relative to support and follow up has been such a refreshing attribute especially in today's environment of stress and a need it right now attitudes. She is a skilled administrator who speaks clearly and ensures that her words are specific so there is no confusion. Lisa brings an intense amount of pride to her work. She will always go the extra mile to support her team.

Related Project Experience

- Garden Elementary - *Covered Play Structure*
- Garden Elementary – *Security Hardening Remodel*
- Cranberry Elementary – *Security Hardening Remodel*
- Heron Creek Middle School – *Security Hardening Remodel*
- Woodland Middle School – *Security Hardening Remodel*
- ITT Technical Institute – *Building Remodel*
- Lemarque Elementary- *Security Hardening Remodel*
- Treeline Elementary- *Kitchen/Food Service Remodel*
- Tuscan Gardens ALF - *Palm Coast, Venice & Delray Beach*
- Cranes View Lodge- *Assisted Living Facility, Clermont, FL*
- Olive Grove- *Apartments, Stuart, FL*
- Osprey Lodge– *Assisted Living Facility, Taveres, FL*
- Ridgelake – *Apartments Sarasota, FL*
- Pine Berry- *Apartments, Clearwater, FL*
- Oakwood - *Apartments, Bradenton, FL*
- Hawthorne Village- *Skilled Nursing*
- Unity Health and Rehab- *Skilled Nursing Remodel*
- Madison Vines Apartments- *Senior Independent Living*
- Ranch Lake – *Apartments, Bradenton, FL*
- Golden Hills Apartments – *Dahlonega, GA*

Skills/Certifications

Microsoft Office
Viewpoint/Vista
DocuSign

Bluebeam
Textura

Affiliations/Awards