

Betty Boulden

Project Manager

Rexford, MT

bettyclendenenboulden@gmail.com

406-889-7908

Authorized to work in the US for any employer

Work Experience

Office Manager/Project Manager

Montec Services Inc. - Trego, MT

January 2017 to Present

All office function, bidding, Project management

Office Manager/Estimator

Betty C. Boulden

January 2012 to August 2016

Raleigh Mechanical Metals (Sheet Metal Fabrication)

- Responsible for all aspects of daily/weekly and monthly office productivity. To include: accounts payable and receivable, payroll, tax filings, customer service, purchasing, inventory control, Vulcan entries, monthly balance sheets and P&L.
- Reconciliation of multiple accounts, monitoring and securing proper insurance

Crystal Coast Contractors

- Responsible for all aspects of daily/weekly and monthly office productivity. To include: accounts payable and receivable, payroll, tax filings, customer service, purchasing, inventory control, Vulcan entries, monthly balance sheets and P&L.
- Reconciliation of multiple accounts, monitoring and securing proper insurance

SVR Construction Company, LLC

- Specialized in turnkey site development including clearing, erosion control installation, grading, segmental retaining walls, underground utilities, and concrete/asphalt installation.
- Read plans and prepared estimates for projects ranging from \$50,000 to \$3,000,000.

Outside Sales/Account Manager

HD Supply Warehouse

June 2003 to December 2011

- Exceeded sales goals and excelled in customer service in the nation largest distributor of water, sewer, storm and fire protection products, distributing a complete line of water, sewer, fire protection and storm drain products to serve the needs of contractors and municipalities.
- Account development & management
- Quote preparation
- Manage product delivery schedules for projects up to \$5 million annually.
- Educated municipalities and engineers on new products

- Recognized for exceeding sales goals in 2007, 2008, and 2009

Operations Manager

Water Works, Inc

February 1999 to June 2003

Managed purchasing, inventory control, customer service, inside sales, loading and unloading trucks

- Managed hourly employees and HR
- Supervised two locations

Additional Qualifications/Certifications

- Microsoft Office
- Quick Books
- Notary Public

Education

High school or equivalent

Skills

Microsoft office, Mincron, Eclipse (6 years), Front Office, Quickbooks, Bookkeeping

Additional Information

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- Quick Books
- Notary Public