



## Chelbie Bonnell-Serpas - Project Administrator

**EMPLOYMENT** WRL General Contractors, LLC  
**2016- Present** Project Administrator

**EDUCATION** Trinity Valley Community College, Studying Architectural Design

**CURRENT** Whitehouse ISD - Brown Elementary \$20,297,482

**PROJECTS**

### PROJECTS MANAGED

Tyler Classical Academy - New Elementary	\$8,835,810
Longview ISD - Montessori Pre-K & K	\$31,250,000
All Saints Lower School & Rogers Hall Renovations	\$728,237
Toliver Ford, Sulphur Springs, TX	\$4,275,109
Cumberland Academy, Elementary Additions	\$2,686,478
All Saints Episcopal School - Renovations	\$721,738
Bullard ISD 2015 Bond Program	\$38,791,700

### PREVIOUS WORK HISTORY

2015 - 2016	Rafferty Smith Custom Homes, Lindale, TX (Office/Project Coordinator)
2014 - 2015	Terrell Glass & Mirror/Pariluse, Ben Wheeler, TX (Sales & Marketing Project Coordinator)
2012 - 2014	Tazza Pronto/Distant Lands Coffee Roaster, Tyler, TX (Customer Service Representative)

### ROLES & DUTIES

- Process contracts
- Maintain insurance required for all subcontractors
- Process close-out documents
- Process all necessary paperwork & submittals
- Provide coordination between project managers, subcontractors, and suppliers
- Jobsite setup
- Warranty
- Microsoft Office, Sage, QuickBooks, Procore