



Chelbie Serpas - Project Administrator

EMPLOYMENT	WRL General Contractors, LLC	
2016- Present	Project Administrator	
EDUCATION	Trinity Valley Community College, Studying Architectural Design	
CURRENT	Whitehouse ISD - High School Additions & Renovations	\$18,757,859
PROJECTS	Bonham ISD - High School	\$27,717,977
	Whitehouse ISD- Education Support Center	\$3,789,078

PROJECTS MANAGED

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