

SARAH MOORE

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Insightful Business Manager with 12 years of experience in project management, vendor management, operations, procurement, scheduling, + budgeting for a vast array of projects, programs, + products in various industries.

EXPERIENCE

JULY 2016 – PRESENT

BUSINESS MANAGER, CONTRACT

- Implemented + streamlined new processes/procedures + improved existing approaches to optimize + maximize business + project goals and teamwork + efficiencies
- Managed procurement + drove cost savings goals – negotiated savings of \$100K+ and selected suppliers, researched supplier pricing + availability, + performed cost analysis reporting Planned, executed, + controlled project management (efficient in Buildertrend + Trello) activities including project documentation, RFP, RFI, purchase + change order management, scheduling (efficient in Smartsheet + certified in Microsoft Project), + resource management
- Task Meeting Lead – communicated with internal team (Designers, Creators, Superintendent, PM, + C-level executives) to ensure project parameters were followed + met for each project Managed + created budgets for 7+ Design|Build projects (\$1.5mil – 5mil)
- Identified changes in work scope + resolved complex issues
- Developed relationships with key vendors + suppliers, communicated short + long-term project goals, + assisted in contract negotiations (lumber, flooring, window + doors, mobile offices, etc.) Responsible for all order management + tracking, vendor + invoice management (efficient in QuickBooks Online + Bill.com) including reviews, approvals, payments, + effectively solved vendor inquiries
- Assisted C-level executives with special projects including market analysis + trends, project specifications, client consultations, presentations, meeting notes, event planning + client open houses, etc.
- Motivated, improved productivity, + performance within a cross-functional team

DEC 2012 – JAN 2016

ACCOUNTING, CLAIMS + LOSS PREVENTION MANAGER, AIC

- Assisted in the management of master program plan
- Identified and analyzed potential program risks + developed effective risk mitigation plans
- Managed all accounts receivables, payables, property + liability claims, + collections
- Trained team members and other program managers

JULY 2011 – DEC 2012

ACCOUNTING MANAGER, STERLING CUSTOM HOMES

- Prepared project documentation + improved processes
- Prepared change + purchase orders
- Managed construction draws + Builders Risk
- Responsible for expense + financial reporting – bank reconciliations, month-end reporting, etc.

EDUCATION

BBA Business Administration + Management, Baker University