

**Melissa Beavers Atkinson** [melissa@gildartconstruction.com](mailto:melissa@gildartconstruction.com)

**Education:**

Western Governors University of Texas  
Bachelor of Arts, Business Administration  
Graduating May 2017

University of Louisiana at Monroe  
Bachelor of Arts, Science (Biology)  
Transferred May 2013

**Professional Experience:**

**Gildart Construction Company** Cypress, TX 10/2015 – Present

Account Manager and Project Coordinator

- Managing accounts receivable and accounts payable
- Preparing documents as directed by president
- Coordinating project details with project manager in order to monitor expenses
- Maintaining details on all aspects of projects including permits, warranties and lien releases

**WaterEngineers, Inc.** Houston, TX 7/2012 – 05/2015

Administrative Assistant

- Worked directly under owner's supervision and assisted in creating contract documents
- Managed owner's schedule, appointments, phone calls and emails
- Billed clients and managing accounts receivables
- Managed accounts payable and processing payroll
- Maintained account and office organization

**Winn Range, Inc.** West Monroe, LA 9/2009 – 7/2011

Office and Accounts Manager

- Prepared bids and negotiated lot clearing contract terms with potential clients
- Hired and managed four laborers' schedules for tree removal projects spanning 50-400 acres
- Traveled to job sites for quality assurance
- Billed clients and managed accounts receivables
- Managed accounts payable and processed payroll

**Teresa's Flooring & Decorating** West Monroe, LA 6/2008 – 9/2009

Office Manager

- Caught up quarterly taxes and bank register for prior three years
- Identified uncollected revenue and caught up customer accounts
- Processed payroll for twenty employees and managed accounts payable and receivable
- Managed and assisted twenty employees on a daily basis

**Law Offices of H. Cameron Murray** Monroe, LA 4/2004 – 6/2008

Office Manager

- Answered phones for clients, potential clients, judges' offices, and attorneys' offices
- Maintained H. Cameron Murray's schedule
- Filed legal documents with the court
- Billed clients for services and arranged payment schedules
- Typed dictated briefs
- Maintained legal files on site

**Technical Skills:**

- Microsoft Office (Excel, PowerPoint, Word, Outlook)
- QuickBooks and Quicken
- BillQuick
- Photoshop
- Adobe Acrobat