

Dawnelle Renfro

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Professional Skill Set

- Excellent oral and written communication skills
- Experience communicating cross departmentally, business to business and with customers
- Working knowledge in Microsoft Excel
- Proficient in Microsoft Word, PowerPoint, Outlook, Project, and Visio
- Proficient in Photoshop, InDesign, and Illustrator
- Proficient in Agile, Asana and other scheduling/organizational software
- Proficient in Salesforce CRM
- Identify problems and assume responsibility for implementing solutions
- Set prioritize and meet deadlines while balancing the need to work independently

Gray Construction / Issaquah, WA

04/2020-Present

Project Coordinator

Perform quantity take off(s), cost estimates and bid solicitation as directed by supervisor.
Provide research options and regulation information as required. Investigate and resolve issues on behalf of management.
Purchase and coordinate the delivery of certain materials or services for the project(s) ensuring optimum prices, quality and conformance to specifications and budget. Ability to approve change orders and invoices.
Review vendor or subcontractor submittals for construction or internal operation's related Projects.
Assist in the preparation of various reports to assist in the successful management of the project(s), such as: monthly red files, progress analysis/schedules, billings, and status reports.
Assist in the organization and maintenance of job files to ensure continuity of workflow.
Communicate effectively with customer, direct consultants, and sub-contractors on the project(s).
Direct the day-to-day duties of administrative staff.
Responsible for all components related to LEED certified buildings, creating the application, determining the rating system, registering the project, tracking progress, organizing data, communicating with subcontractors, budgeting as it related to the entire cost of the project.
Responsible for the development and implementation of policies/procedures in regard to submittals, proposals, invoices, and change orders.

Crane Aerospace & Electronics / Redmond, WA

02/2019 – 10/2019

Project Coordinator

Generate project reports and communicate status on project schedule
Schedule and facilitate team and cross functional meetings
Expedite change orders when needed
Assist in document redlines

Responsible for submission and release of supporting documentation into Agile configuration management system
Schedule and chair meetings to facilitate closure of Agile items
Configuration management responsibilities
Any other task assigned by your supervisor or management
Maintain inventory of department office supplies
Maintain department Key Performance Indicators Board
Coordinate training for department team members

SanMar | Issaquah, WA

12/2017 – 02/2019

Project Coordinator

Assist with implementation and reconciliation of projects and events from concept to completion
Organize, lead and recap regular planning meetings by clearly communicating objectives, project status and updates to members and stakeholders on a regular and consistent basis
Maintain advertising calendar and monitor updates through coordination of internal teams and various ad associations. Provide specs, route creative, proof content and verify ad and print submission information
Create and manage tradeshow evite requests and execution from master evite calendar throughout the year. Includes major, regional, traveling and suite shows
Verify that all information is up to date on the tradeshow page of sm.com and provide timely updates as needed
Liaison between marketing, external departments and vendors to propose and fulfill employee uniform orders
Maintain Tradeshow uniform surveys, orders and logistics
Partner with management to identify sponsorship opportunities, present and review with upper management for approval

SanMar | Issaquah, WA

07/2015 – 12/2017

Project Administrative Assistant

Assist in the execution of marketing and communications plans and projects
Support Project Management team to define, prioritize and assist with the execution of multiple tasks and activities required to meet deadlines.
Responsible for correspondence, agendas, meeting minutes, reports, documents, presentations and/or other written materials.
Interface with key internal and external business partners and other cross-functional departments in the on boarding, organization, and completion of various projects.
Manage assigned new product, marketing, and website projects as assigned
Interface with key internal and external business partners and other cross-functional departments in the production and execution of various projects
Support brand management by ensuring a consistent message and vision is maintained throughout completion of projects

- Review incoming/outgoing correspondence; initiates replies as appropriate; routes matters requiring action by staff or other organizations and follows up to ensure actions completed.

SanMar | Issaquah, WA

07/2014 – 07/2015

Account Coordinator

- Field inbound calls, make outbound follow up calls, order entry via e-fax, backorders, emails, and credit memos
- Manage all order entry and returns for key strategic accounts
- Enter between 30-70 orders per day
- Complete and meet deadlines for all assigned projects.
- Provide exceptional customer service to all customers
- Responsible for minimum of 99.00% order entry accuracy.
- Communicate regularly with Territory, Regional and Strategic Managers.
- Assist Territory Managers with customer product presentation
- Keep up to date and informed on all daily communications and training sent to Inside Sales.
- Provide up to date and accurate information to customers.

Education

Issaquah High School | Issaquah, Washington
High School Diploma

2008

SNHU | New Hampshire

2026

Bachelor's degree, Operations Management with a concentration in Project Management