

# Kelly S. Felder

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## Profile

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Motivated and passionate with great interpersonal skills. Proven track record of eight years as a successful Construction Project Coordinator/Manager. Talent for quickly mastering skills that are set before me. Detailed oriented with analytical and organizational skills. Diplomatic and tactful with professionals at all varied levels. Accustomed to handling sensitive, confidential records and non-confidential records.

Flexible and versatile – able to work accurately under pressure. Poised and competent with demonstrated ability to easily transcend cultural differences. Thrive in deadline-driven environments. Excellent team-building skills.

## Education

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### **Cardinal Stritch University**

Milwaukee, WI

Graduate Student, Business Management and Leadership (Currently Attending)

### **Substance Abuse & Mental Health Services Administrator (SAMHSA) Milwaukee, WI 2014**

Substance Abuse Prevention Training

### **Springfield College of Human Services**

Milwaukee, WI

2013

Baccalaureate of Science, Human Services

## Skills Summary

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-Mandated Reporter (Certificate)	- Project Management	-Accounting
-Microsoft Office (Word, Excel, Access, PowerPoint)	- Notary of Public	-Front-Office Operations
-Xactimate 28 Estimating Software	- Project Coordination	-Medical Terminology
	- Quick Books Pro	-Certified Tax Preparer

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## Employment History

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Advance Construction Builders. – Milwaukee, WI October 2014 - Present  
**Operations Manager/Project Manager**

- Assign and monitor clerical, administrative, and secretarial responsibilities and tasks among office staff.
- Prepare payroll for all employees.
- Prepared taxes for all employees and subcontractors.
- Organize orientations.
- Training of new office staff.
- Training of new field staff/basic construction terms and tool handling.
- Adhere to all OSHA and safety regulations.
- Responsible for accounts receivables and accounts payables via Quick Books Pro.
- Responsible for reconciling company accounts via Quick books Pro.
- Responsible for workers' compensations audits
- Created and implemented procedural and policy changes to ensure efficiency.
- Handled all customer and employee inquiries and complaints.
- Knowledge of accounting, data and administrative management practices and procedures.
- Knowledge of human resource practices and procedures.
- Prepared employee disciplinary actions.
- Prepared workers' compensations and unemployment processes.
- Review field inspection reports from Consultants throughout the lifecycle of the project.
- Issue Contracts, Letters of Intent, Purchase Orders, etc.
- Prepare Lien Orders

Philwaukee Investments, LLC – Milwaukee, WI May 2006- Present  
**Chief Financial Officer - Contract**

- Responsible for all company financials
- Prepare taxes
- Lien Orders
- Create all City of Milwaukee Contracts via Xactimate Estimating Software
- Enter all company receipts vis QuickBooks
- Reconcile company accounts

# Kelly S. Felder

## Volunteer Work

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**Milwaukee Public Schools-** Milwaukee, WI  
Parent Engagement Consultant 2008 to Present

**North Avenue Business Improvement District-** Milwaukee, WI  
Board Member 2010- Present

**Main Street Milwaukee- Milwaukee, WI**  
Community Representative 2006-2012

## Clubs/Memberships

**3041 North Upscale Urban Country Club**  
Member Milwaukee WI, St. Louis, MO

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## Professional References:

Russell Stamper II- Alderman 15th District  
PH: 414- 286-2221  
Email: [russell.stamperII@milwaukee.gov](mailto:russell.stamperII@milwaukee.gov)

Year known 15 years.

Keith Terry-  
3041 North Urban Country Club  
PH: (414) 810-3131  
Email: [mkenorthave@gmail.com](mailto:mkenorthave@gmail.com)

Years known 10 Years

Reghan O. Walsh  
Health Education Specialist  
State of WI  
PH: (608)-261-9432,  
Email: [rowalsh@sbcglobal.net](mailto:rowalsh@sbcglobal.net)

Years Known 7 Years