

K. Sharon Ann Marie'

Professional Summary

Possess a comprehensive skill set for verifying building damage caused by storms for the engineering and insurance industry. Also, possess a comprehensive skill set in the area of project management from building design through completion. Responsible for overseeing projects during all phases of the building process, including inspections, tracking of building progress, photography of building progress and problems, along with reporting of the problems to the Developer and Builder. Real Estate investor working with a small team of investors for the purpose of buying and flipping homes by fixing them up. Possess the skills for doing light fix-up work and along with managing and directing construction crews in the heavier fix-up work.

Adjustor:

Property/Casualty Adjusting

Claims review in Vero Beach, Florida, March, 2005

Licensed adjuster in the state of Texas. Attended and received a certificate of completing from 'Training Unlimited' Pre-Licensing class for Property, Casualty and Surety Adjuster.

Attended the State Farm IDL training in preparation for their test

Completed Epps Insurance Training Program.

Building Specialist

Project Manager

Main Frame Computer Rooms: Responsible for overseeing the design, and building of main frame computer rooms, including specifications for raised flooring, air conditioning, and layout of floor space to meet computer vendor specifications.

Home Building: Responsible for overseeing design, and building of multiple custom homes, including review of progress, review of building to blueprint specifications, photography of all stages of the building process, logging and reporting problems, and tracking progress through completion.

Other Skills:

Computer Systems

Thorough understanding of computer systems and design. Ability to quickly develop the necessary spreadsheets for tracking any type of construction or building projects.

More than 20 years of computer industry experience giving me a unique ability to understand and learn new computer software very quickly.

Photography

Amateur photographer with excellent skills for photographing any type of building interior or exterior.

Typing

Type at a rate of approximately 80 words per minute.