

Francene Grivna, CIT

(813) 486-9863 fgrivna@tampabay.rr.com Tampa, FL

SUMMARY

Experienced professional with grasp of what businesses need to operate smoothly; able to meet deadlines with ease; with knowledge to create systems as needed

- employed, evaluated, counseled problem employees
- approved all major acquisitions
- negotiated and arbitrated contracts
- created a personnel manual
- created a safety program and initiated safety committee
- analyzed financial reports on monthly, quarterly, and annual basis
- prepared and submitted bids to general contractors
- processed shop drawings for approval
- negotiated and approved contracts
- prepared Subcontractors AIA Request for Payments
- prepared Notice to Owners, Notice of Non-Payment, Claims of Liens
- filed workers' compensation claims
- processed weekly payroll with payroll service
- maintained current insurance requirements
- supervised office and field personnel to utilize maximum manpower at minimum cost
- created company website

EXPERIENCE

TBPM, Inc. Plumbing Subcontractor Purchasing Agent	2010-2011
Fortner-Grivna International Miscellaneous building specialties & store fixturing Administrative Manager	1992-2010
Belco South, Inc. Commercial electrical contractor Administrative Manager, Florida Operations	1986 - 1992
Berry Development Corp. Custom home developer-Vice President	1984 -1986
Stratton of Florida, Inc. Commercial general contractor Accounts Payable Manager	1982 - 1984

TRAINING

Construction Industry Technician (CIT) Clemson University
Notice to Owners Seminars - NAWIC, ABC and AGC
SBA Seminars
Trade-related seminars - ABC, AGC and NAWIC
Women's Business Enterprise Certificated (W/MBE)

ASSOCIATIONS

National Association of Women in Construction (NAWIC)

National Director

3 years

- Represented the Region at all National board meeting
- Responsible for communications within the region;
- Published monthly newsletter circulated to all regional members and national officers
- Assisted chapters in maintaining the objections of the association;
- Mediated as needed; organized, coordinated, delegated and hosted regional meetings conducted workshops
- Motivated chapters and spoke at chapter events

Associated Builders & Contractors

network with prospective clients

South Tampa Investment Group

Senior partner

EDUCATION

John Adams High School, Aurora, CO, 80015

A.A., Business Administration Southern National University

B.A., Business Administration Southern National University

REFERENCES – upon request