

# Monica Preston

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## Professional Summary

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Exceptional leader talented at task management, critical thinking and quality management. Extreme attention to detail, experience in telecommuting with ownership of tasks. Independent worker experienced in fast paced environments, technically-savvy, outstanding relationship building, training and presentation skills.

Motivated business systems consultant with solid experience managing all levels of large scale projects including budgeting and administration.

Business systems consultant with 10 plus years' expertise in creating, planning and implementing strategic solutions to solve complex problems.

Excellent at managing multiple tasks and working under pressure. Broad industry experience including judicial, financial and architectural.

Skilled Supervisor with experience in multiple industry platforms and processes including waterfall methodology, SLDC, PLC and MSOffice Suite.

Member of a highly skilled and award-winning design team in the architectural industry.

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## Competencies/Skills

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- Data Management
- Project management
- Process implementation
- Risk management process and analysis
- Budget development and management
- Strong Verbal Communication
- Extremely organized
- Detail oriented
- Self-motivated
- Team player

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## Work History

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Birds and Barrels Vineyards 7/15 – Present

Owner-Operator

- Co-developed vineyard design, implementation and management plan
- Manage daily operations following state and federal regulations
- Responsible for Project planning including resources, budget, risk management, schedule/scope, and all change orders
- Effectively lead and successfully complete all assigned projects on time, within scope, and budget
- Manage from development into production
- Initiated strategic planning and analysis of methods to meet customer expectations
- Identified training opportunities

- Performed and analyzed research on competitors for unique opportunities to differentiate the company from local and state competition
- Worked with various external groups on projects as needed

Cochise County, Clerk of the Superior Court 1/18 – 5-18  
Admin/Court Specialist (Contracted position)

- Responsible for communicating with Management regarding the acquisition of outstanding funds
- Familiarize and utilize an extremely detailed process
- Requires tremendous attention to detail in every task, due to the court system and applicable statutes
- Knowledgeable resource planning required to maintain workloads between many different processes
- Utilization of critical thinking to assess the complete process, the complexity and ultimate impact on clients
- Responsible for quickly acquiring a working knowledge of new software systems utilized by the judicial systems

Lawyers Title Phoenix, AZ 8/02 – 7/15  
Trustee Sale Guarantee / Foreclosure Examiner

- Responsible for writing the guarantee with parties to be noticed and determining applicable liens.
- Maintain awareness of the statutes and laws pertaining to the foreclosure process.
- Participated in part time telecommuting requirement
- Liaison between management and client to provide the end product on time and within legal parameters
- Effectively communicate and present issues arising from the document research
- Utilized various forms of software including the MS office product

#### Title Examiner

- Research property to ensure it is clear in order to obtain title insurance
- Prepare the documents including basic refinances to sectional properties including outlying counties.
- Work effectively with executives, business partners, directors, and project managers,
- Manage and prioritize multiple projects within assigned deadlines, process management, & communication
- Responsible to effectively apply company methodology and enforce project standards for assigned project
- Manage process to ensure project documents and requirements are delivered complete and on time
- Responsible for maximizing customer satisfaction and providing any required follow-up resolution

ARCHITECTURAL DESIGN INDUSTRY 5+ Years  
Project Manager/Designer

- Coordination of tenant improvement projects including the space planning phase
- Communication consistently with clients from budgetary value engineering to construction document preparation
- Responsible for completing the project with construction administration including all documentation and punch lists.
- Manage and coordinate all phases of the client's move including RFPs from moving companies.
- Schedule all necessary sub-contractors to accomplish the move and /or job.
- Establish full service projects including detailed client communication to determine requisites and aspirations of the organization.
- Responsible for translating information into an applicable format and presenting completed ideas to client
- Coordinate assemblage of information for mechanical, plumbing and electrical disciplines to meet deadlines for construction documents.
- Consult at weekly meetings and follow-up with construction administration.
- Review construction documents regularly to ensure they meet tenant and city requirements.
- Achieve culmination of project through successful interaction with client, engineer and sub-contractor for 40,000+ square foot

tenants.

- Oversee all aspects of assigned projects from end to end (includes definition of project scope/objectives, development of project plans, schedule, budget, resource plan, status reporting, project development and implementation)
- Work effectively with executives, directors, project manager
- Manage and prioritize multiple projects within assigned deadlines
- Utilize effective written and verbal communication as well as presentation skills throughout project
- Coordinate management of the processes and resource planning with risk management
- Responsible to effectively apply company methodology and enforce project standards for assigned project
- Manage process to ensure project documents and requirements are delivered complete and on time
- Participate and assist in planning for customer driven projects
- Handled complex customer issues and concerns
- Responsible for maximizing customer satisfaction and providing any projects within assigned deadlines.

#### ADDITIONAL SUPERVISOR EXPERIENCE 3+ Years

##### United Parcel Service, Phoenix, AZ

##### Supervisor

- Responsible for the general supervision of 24 on-call air drivers
- Provided training of drivers in safety procedures, driving methods, and UPS standards.
- Reduced over-allowed hours by 3 percent and the auto accident frequency from 80 percent to 10 percent by boosting awareness and rewarding behavior.
- Responsible for completion of various reports and ordering of essential supplies.
- Additional responsibilities included employee evaluations, damage reports, and safety reports.
- Handled complex customer issues and concerns proactively and participated in the resolutions process
- Maximized customer service satisfaction and provided follow up to resolution.

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#### Education

Arizona School of Real Estate and Business	Phoenix, Arizona
Uniform Standards of Professional Appraisal Practice	12 / 2001
Real Property Valuation Course 101	1 / 2002
Real Property Valuation Course 102	1 / 2002
A.S.U.	Tempe, Arizona
Advanced Cleanroom Construction and	1997-1998
Introduction to Cleanroom Construction/Design	
University of Advancing Computer Technology fka The Cad Institute	Phoenix, Arizona
B.A.S. in Cad Technology	1994
Glendale Community College	Glendale, Arizona
A.A.S. in Drafting Technology w/Construction	1991

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#### References

References available upon request.