

7. Brief resume of key persons, specialists, and individual consultants anticipated for this project.



**ROOF CONSULTING
SERVICES, INC.**

**ANGEL BEST
CLERICAL / OFFICE ASSISTANT**

Project Assignment: Review written roof inspection reports for grammar / spelling errors. Make final corrections and put together final original color copies of reports and specifications. Perform accounting data entry. Answer incoming phone calls. Maintain office supplies

Education: Tuskegee University and Virginia Commonwealth University

Years Experience With This Firm: 1 With Other Firms: 0

BASIS OF TEAM SELECTION

- To assist in preparing written reports on roof inspections, to enter accounting data entry, to act as a liaison between CEO and inspectors, to direct telephone calls to the appropriate employee, to order office supplies and maintain provisions

Ms. Best assist with the office management. Ms. Best answers incoming telephone calls and directs the caller to the appropriate employee. She also acts as a liaison between the firm principles and the project field inspectors which call in on a daily basis, taking notes on which inspector have roofers present and the type of work being performed. When written reports are completed, Ms. Best reviews the reports for grammar errors and makes final corrections prior to printing final copies. After final reports are completed, she makes copies and collates the reports including binding black and white copies. Ms. Best also copies and mails out the daily inspection reports from the full-time inspections to the appropriate clients on a weekly basis.

As assistant office manager, Ms. Best is responsible for entering and posting information into our accounting software. She also picks up payroll from the accounting office on a bi-weekly basis before distributing the checks on Friday and picks up the mail on a daily basis at the post office. In addition, Ms. Best ensures office supplies are maintained on a weekly basis by performing regular inventories and ordering supplies as needed.