

Rebecca Cuppett
Surprise, AZ 85388
623-285-5241
rcuppett.rc@gmail.com

Objective

Looking for my permanent company and an employer who supports and encourages ideas and growth

Work Experience

Gothic Landscape, Inc. - Phoenix, AZ

January 2017 to August 2019

Subcontract Coordinator

Duties- Subcontract negotiations, estimating amenities, electrical, hardscape and tot lot areas for land development projects both home builders and general contractors. Bids, awarding of work and coordination between subcontractors and operations. Contracts, ROC documentation, client submittals. Issuing purchase orders, change orders and maintaining subcontractor relationships. Pre-bid meetings, maintain subcontractor contracts and insurances.

Job Specific Systems- Timberline, On-Screen takeoff, Microsoft Office, Sage/Precision, DocuSign

American Solar and Roofing - Tempe, AZ

July 2015 to December 2016

Contract Administrator

Duties- Processing of homeowner contracts for new solar purchases and leases. Interconnection paperwork for APS, SRP, Trico and ED3 programs. Permitting applications and processing for all AHJs. Credit card expense reports. Project manager for the APS Solar Partner Program

Job Specific Systems- Salesforce, Microsoft Office, Docusign, APS

Reason for Leaving- Financial- can discuss in person if needed

SolarCity - Las Vegas, NV

July 2013 to September 2014

Senior Customer Relations Manager

Duties- Led a team of 8 people in the escalations department. AHJ concerns. BBB, Attorney General, Social Media and corporate complaint resolution. System commissioning, project management and overall resolution management for both the company and its customers.

Job Specific Systems- Salesforce, Solarworks, Microsoft Office

Reason for Leaving- Moved to Arizona

VEGAS.com - Las Vegas, NV

September 2010 to July 2013

Senior Travel Specialist

Duties- Processing guest reservations for all hotels, attractions in Las Vegas. Email chat resolution, customer resolution on complaints.

Reason for Leaving- Company was starting to do layoffs needed to find another position

Education

Littlerock High School - Littlerock, CA
September 1990 to June 1994

College of Southern Nevada- LV, NV
2010-2014

Computer / Job Overall Skills

Inventory -3 years

Microsoft Excel -10+ years

Microsoft Word -10+ years

Outlook -10+ years)

Purchasing -10+ years

Sales -10+ years

OST -2+years

Estimating -2+years

Submittals -2+years

Pre construction meetings -4+years

AS400 -5 years

Salesforce -6 years

SAP -5 years

Sage /Precision -2+years

Timberline -2+years

AP/AR -10+years

Awards

Excellence in Customer Service -2010

Las Vegas Chamber of Commerce

**Personal and Professional References Available Upon Request*