

MEGAN CHAPMAN

CONTACT

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PROFILE

Highly motivated and skilled team player with a strong background in customer service and project management. Thrives in a fast paced environment and works well both independently as well as with others to achieve goals. Known for a strong work ethic, attention to detail, and ability to provide support in successfully completing projects. Well organized and always striving to keep operations moving efficiently.

SKILLS

- PRODUCTION PLANNING
- COMMUNICATION
- DETAIL ORIENTED
- MULTITASKING
- PROBLEM SOLVING
- PROFICIENT IN MICROSOFT
- ADAPTABILITY

EXPERIENCE

PROJECT MANAGER, BUILT BY GRID LLC.

August 2023 - November 2025

- Facilitate kickoff calls with customers to smoothly transitions projects from sales to project management and discuss the scope of work.
- Work with customers to meet project timelines efficiently.
- Communicate with various departments within the company to ensure all materials are purchased and delivered and produced in a timely manner.
- Review and distribute project submittals to customers. Sometimes getting on a call to review and walk through all of the details within the drawings.
- Facilitate project installations with the customer and field team to ensure timely and seamless completion of the project.
- Assisting sales team as needed with customer inquiries, quotes, and occasionally trade shows and sales meetings.

EDUCATION

TARRANT COUNTY COLLEGE

January 2016 - May 2022

CASSATA CATHOLIC HIGH SCHOOL

December 2016

Graduated Valedictorian of class.

ESTIMATING, AMERITECH MILLWORKS (April 2019 - April 2020)

OPERATIONS, AMERITECH MILLWORKS (April 2020 – May 2022)

AMENITY SUBMITTALS, AMERITECH MILLWORKS (May 2022 – August 2023)

- Review plans from architects and consult with customers to gain a deep understanding of projects and objectives.
- Communicate with various departments within the company to ensure all materials are purchased and delivered in a timely manner.
- Compose submittals for all doors, trim, and hardware up to and including specialty and/or custom materials.

- Adjust priorities and milestones based on changing customer needs, resource availability.
- Facilitate communication between the customers, field supervisors, and sales team to minimize errors and delays.
- Actively manage 10-15 jobs at a time in various stages of production.
- Produce drawings in AutoCAD and Cabinet Vision for amenity & specialty product submittals.
- Assist sales team by running pricing exercises and finding cost effective alternatives.

ACCOUNTING ASSISTANT, EXCEL CONSTRUCTION GROUP

December 2018 – April 2019

- Prepared weekly payroll for 80+ sales consultants and subcontractors for both the commercial and residential divisions.
- Helped control aging balances by monitoring open accounts and proactively pursuing payments.
- Created proposals and invoices for commercial construction projects.
- Entered vendor invoices and bills into QuickBooks, job control sheets, and the CRM.

LEGAL ASSISTANT, SAMPLES AMES PLLC.

February 2018 – December 2018

- Performed administrative tasks including answering phones, greeting clients, scheduling appointments, and maintaining document filing.
- Remained highly organized and detail-oriented while working on several cases at the same time.
- Conducted legal research to aid partners and paralegals with positive outcomes.
- Prepared thorough, accurate, and well-edited documents for cases, client communication and internal needs.
- Wrote affidavits and requested records to support personal injury law case needs.
- Coordinated and prepared focus groups to review case files for optimal results.

ADMINISTRATIVE ASSISTANT, EXCEL CONSTRUCTION GRUP

August 2016 – February 2018

- Responsible for the ordering of materials, scheduling of jobs, and maintaining the flow of production for the residential roofing divisions.
- Drafted professional correspondence and designed the logo and all of the marketing materials.
- Negotiated with insurance companies to supplement projects in order to optimize profit and quality.
- Proficiently used the CRM to track, monitor, and update customer and job files.
- Smoothly facilitated communication between departments, management and customers to resolve issues and achieve performance targets.
- Managed outbound marketing campaigns through social media and other materials to generate new business and support sales team.