

Anne Rodgers

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Personal Summary:

A small business owner for 25+ years, I have used my skills to help my company achieve awards for quality and sound business practices. Owning my own business has allowed our company to donate to various charities as well as to our own Veteran's Memorial. As a wife, mother, and grandmother, I have made it a priority to instill a strong sense of family and community values. Other interests and contributions to our community include:

- Foster Parenting
- Patriotic Education (Daughters of the American Revolution)
- Licking County Elections Poll Worker
- Pataskala Chamber of Commerce Member

Professional Summary:

Planning and Zoning Commission Member, March 2013 – Present

Considerable general knowledge in planning and zoning issues as related to aiding in pulling permits and interacting with code enforcement officials for my business.

Over 25 years' experience as an Administrative Manager with excellent communication, organizational and presentation skills.

1997 – Present

Current Position: Office Manager/Scheduler - Mark Rodgers Construction, Inc., Pataskala, OH

- **Office Manager** – Responsible for Accounting – Scheduling – Marketing – Purchasing - Budgeting – Workforce Planning – Community Relations - Advisor to Owner-Partner and administrative staff

- **Administrative Manager** - Administered multiple projects concurrently from project implementation through project finalization. Tasks included planning, organizing, leading' and coordinating the projects through all phases of the effort.

Construction/Service Projects

Managed Multiple Construction/Service Projects Concurrently

- Accomplished team goals and desired end objectives
- Coordinated efforts between project supervisor, legal, finance, and engineering
- Managed team policies
- Managed work breakdown structure (WBS) and complete project plan
- Established and met project milestones
- Completed process review and initiated full implementation
- Established objectives and directed Project Manager in the accomplishment of administrative projects

Education:

Bishop Hartley High School Graduate

Hardware/Software Knowledge:

Microsoft Windows, Office, Excel, Project, Word, Word Perfect, QuickBooks

Attributes:

Energetic – Personable – Analytical