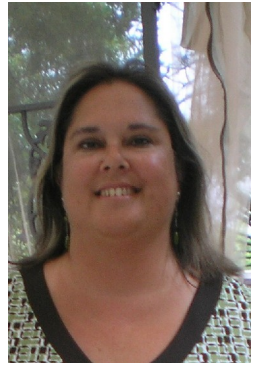


Cecelia Anderson



QUALIFICATIONS: Cecelia has multiple years of experience in project and data management and coordination, great organizational and customer service skills. She has well established relationships with many local businesses, clients, subcontractors and suppliers.

EXPERIENCE:

2008 – Present	Project Coordinator/Office Manager	<i>Cathey Construction & Development, LLC,</i> Mexico Beach, Florida
		Cecelia joined our team in January of this year. She has many years of experience in office management and project coordination and is a great asset to our company.
2004 – 2007	Legal Affairs Coordinator/ Executive Assistant	EastBay Development Company, Panama City, Florida
2001 – 2004	Legal Assistant/ Bookkeeper	Harrison, Rivard & Bennett, Panama City, Florida
1999 – 2001	Legal Assistant	Harrison, Sale, McCloy, Thompson & Harrison, Panama City, Florida
1995 – 1999	Legal Assistant	Johnston, Harris, Gerde & Jelks, Panama City, Florida
1993 – 1995	Bookkeeper	Lazy Boy Gallery - Panama City, Florida

EDUCATION:

1980 – 1982	Gulf Coast Community College, Associates of Arts in Business Administration
1976 - 1980	Graduate of Mosley High School, Business Diploma

COMPUTER SKILLS:

MS Office Word, Excel, Power Point and Outlook, Wordperfect, Peachtree, Quickbooks, Prolaw, Deed Plotter, Pro form Closing Software, Time and Billing software, Adobe Acrobat Professional