**[Business Development Project Coordinator](https://www.postjobfree.com/resume/adzh1n/business-development-project-richmond-tx)**

**Location:**Richmond, TX

**Posted:**September 05, 2023

**Contact Info:**

[duenas.celeste@gmail.com](mailto:duenas.celeste%40gmail.com?subject=Business%20Development%20Project%20Coordinator)

[830-499-6166](tel:+1-830-499-6166)

[pdf](https://www.postjobfree.com/resume-download/adzh1n?output=pdf) [docx](https://www.postjobfree.com/resume-download/adzh1n?output=docx) [txt](https://www.postjobfree.com/resume-download/adzh1n?output=txt" \o "Download Text File)[**Email to me**](https://www.postjobfree.com/contact-candidate/adzh1n/business-development-project-richmond-tx?etr=)

Top of Form

Your Email: cs@advanceqt.com [change email](https://www.postjobfree.com/change-email)

**Subject:**Response to your resume Business Development Project Coordinator

Message 

Job Description (optional) 



Bottom of Form

**Resume:**

Celeste Duenas

7243 Carriage Fern

San Antonio Texas 78249

830-499-6166

Duenas.Celeste@gmail.com

Great leaders are almost always great simplifiers, who can cut through argument, debate, and

doubt to offer a solution everybody can understand. General Colin Powell

Education

OLLU SA- Bachelor of Science.

UT Health Science Center SA- Ba. Science in Forensic Toxicology.

University of Texas Permian Basin Odessa- Master of Science 2015

Texas A&M- Doctor of Science, Veterinary Medicine (pending license)

Skills:

• Fluent or proficient in multiple languages.

• Proficient in Microsoft Office programs

• H2S Instructor Certification

• Business Development

• Safety Management

Work Experience

07/2022-07/2023 Hellas Construction Inc. Project Coordinator.

Management of day-to-day office relations. Supportive role for field Project Managers, including purchase orders, vendor relations, travel reservations and equipment ordering. Database for used for operations, Procore, Project Library and Computer Ease.

• Excel spreadsheets for scheduling/forecasting/reports

• Managed weekly tracker meetings-minute notes

• Oversaw supply chain timelines for equipment or parts

10/2021- 05/2022 Native Energy and Technology. Project Coordinator.

Manage the work orders, vendor agreements and monthly schedule for a Federal Contract with Border

Patrol. Database used for operations, Maximo

• Excel spreadsheets for scheduling/forecasting/reports

• Managed weekly tracker meetings-minute notes

• Oversaw supply chain timelines for equipment or parts

• Maintained Government/ Prime contractor relations

• Technical writer for SOP/Training/Business Development

08/2021- Current North Independent School District, San Antonio Texas- Swim Coach

Part Time Swim Coach for the Swim America Program

10/2020- 04/2021 AIRTRON HEATING AND AIR CONDITIONING. New Install Department

scheduler. Accounts payable/receivable. Managed purchase orders. Scheduled new installations of

energy efficient equipment.

05/2019-06/2020- SpecPro Environmental Services LLC- Project Coordinator. Managed online

Government Account for Recurring Maintenance and Minor Repair Fuels Program (RMMR) contracts.

Coordinated project management, oversite and hiring. Conducted New Hire Orientations. Managed

Purchase Orders for the RMMR Programs. Maintained management and employee relations. Knowledge

of Government Contracts, Quick Base, COGNOS, and SIP.

• This was administrative and contract procurement. Federal Fueling Contracts/Construction contracts

• Required security certificates, clearance and web-based program knowledge

• Managed the staffing of the contracts

04/05-08/2014 United States Marine Corps, Honorable Discharge. Linguist and Instructor for the

Military Working Dog Program. Managed military personnel, records, and files. Prepared sensitive

information and assists in establishing and maintaining systematic, cross-referenced intelligence records

and files. 2 tours in Iraq. Completed the Military Working Dog Basic Handler Course and the Detector

Dog Handler Course, Lackland Air Force Base.

Worked with government contractors and contracts

Required use of secured systems

Administrative and operational