



NANCY WISEMAN

Calgary, Alberta, Canada

~ 403 815-9263 ~ Email:nancy@wisewayproperty.com ~

An effective leader who works well independently and with others at all levels within an organization to ensure high quality work without compromising standards or integrity. A proven track record of meeting and exceeding sales targets. An accomplished and dedicated professional with sound interpersonal and communication skills.

AREAS OF EXPERTISE INCLUDE:

~ Customer Focus ~ Sales ~ Leadership ~ Management ~ Organizational Abilities ~ Multi-tasking ~ Interpersonal & Communication Skills ~ Problem Solving ~

PROFESSIONAL EXPERIENCE:

ROCKET RENOVATIONS – Calgary, AB Project Manager & Estimator

09/2011 – 09/2012

- Strong customer service skills and expedient project price quotes which led to increased number of awarded jobs each month.
- Proficient management abilities helped to keep projects on schedule by designing procedures, making regular site visits and following up with trades on a regular basis. Scheduling of trades and having backup trades on hand also aided in successful job completion.
- Due to regular, ongoing communication with clients throughout their project, clients were more satisfied throughout the process. Maintaining up to date client job files was an integral part to providing the construction manager information at a moments notice.
- Budgets were kept on track by acquiring quotes from trades and suppliers. If any discrepancies were found from original estimate to final quotes, the clients were kept informed and written approvals were requested and confirmed before any work progressed.
- Designed and implemented forms to help in the prevention of needless oversights on any given project. Administered and interpreted company policies, past practices, and took corrective action as necessary to ensure consistent application.
- Planned and promoted problem solving efforts between construction management, trades and clients at weekly meetings.
- Sourced out new and existing market materials with suppliers to stay on top of new emerging products and pricing.
- When purchasing product, follow up calls were consistently scheduled to suppliers so supplies would be available on time and on site for project job starts.

NANCY WISEMAN
REALESTATE INVESTOR
www.wisewayproperty.com

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WISEWAY PROPERTY DEVELOPMENTS LTD.

06/2003 - Present

President – Real Estate Investments & Rentals

www.wisewaypropertydevelopments.com

- Over a period of 5 years, researched, analysed and acquired 21 real estate investments with a total of 33 rental units, 31 nationally and 2 internationally. Renovated all units for rental purposes and all are fully rented.
- Purchased 3 pieces of land at various times for house moves and co-ordinated the moving process of a house onto each of the land sites for re-sale. Managed all renovations on the 3 projects and used insulation forms on 2 of the basements. All properties were sold for a profit.
- Developed a successful strategy to purchase investment properties with zero down or less than 10% of my own working capital being utilized.
- Prepared estimates for all renovation projects, managed all budgets for projects and co-ordinated all trades to complete renovations.
- Once projects were ready for rental, successfully hired and managed Property Managers for long term rental investments.
- Responsible for ongoing management of operations of all rental units including administration of monthly accounting (receivables and payables) and working closely with Property Managers on any major issues.

PACIFIC GAS TRANSMISSION (PGT)

08/1993-07/1997

Administrative Assistant and Corporate Event Planner

- Office administrator
- Planned all corporate marketing events (large stampede events, Customer Christmas parties, Customer Golf & Skiing Events, smaller corporate dinner events)
- Purchaser
- Accounting of office payables

ALBERTA SPEED SKATING ASSOCIATION

09/1989 – 07/1993

Provincial Speed Skating Coordinator

- Office manager duties including developing all policies and procedures for the organization.
- Organized all provincial meetings for association volunteers (Edmonton and Red Deer).
- Co-ordinated all related speed skating activities for developmental skaters to the provincial level speed skaters.
- Generated all financials for the organization.

SEARS CANADA INC.

09/1983 – 08/1989

Sales Associate

- Sales associate for ladies fashions, shoes and TV Department

EDUCATION:

Lakehead University – Thunder Bay, Ontario 1985-1989

Degree – Honours Bachelor of Kinesiology

COMPUTER KNOWLEDGE:

Microsoft Office

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