



**Roof Consulting
Services, Inc.**

Inspection ** Testing ** Design



DARLENE SANDERS

Administrative Assistant

Darlene Sanders has extensive experience with Accounts Receivable, Accounts Payable, Bank Reconciliations, Journal Entries, Customer Service, Contract Management, Daily Business / Cash Reports, and Inventory Control.

Ms. Sanders has worked with RCS for four (4) years and assists with managing daily operations that pertain to utilizing a multi-phone line system, organizing outgoing communications and assisting senior level personnel with daily organization. She aides in providing an excellent customer service experience along with an excellent employee experience.

Years with RCS: 4

With Other Firms: 20

Education:

High School Diploma

Our Services:

Visual Roof Inspections
Infrared Moisture Surveys
Roof Repair Design
Roof Replacement Design
Project Management
Construction Administration
Quality Control Inspection
Roof Maintenance Programs
Roof Education
Roof Training Seminars
Warranty Claims Assistance
Forensic Investigation
Expert Witness

**1660 Mountain Road
Glen Allen, VA 23060
Tel: 804-515-0885
Fax: 804-515-0890**

Relevant Project Experience:

- Answering phone lines
- Filing
- Putting binders together
- Managing supplies
- Running errands

Certifications / Training:

- Business Management
- Operations Specialist
- Microsoft Word
- Microsoft Excel
- Photography
- Comdial / Edge 120 – Multi-phone system

www.roofconsultingservices.com

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