



**Roof Consulting
Services, Inc.**

Inspection ** Testing ** Design



SHANNON MOORE

Administrative Assistant

Ms. Moore has extensive experience in scheduling, inventory control, processing payroll, supervising employees, reconciling daily / monthly Profit & Loss and Key Performance Indicator's. She supports many facets of the RCS business lines.

Years with RCS: 4

With Other Firms: 7

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:

- Kimco Realty – Multiple Facilities
- BH Management – Multiple Facilities
- Virginia State University – Johnston Memorial Library
- RPAI – Multiple Facilities
- Kimco Realty – Multiple Facilities
- Brixmor Property Group – Multiple Facilities
- School of Health Career
- PNC – Multiple Facilities

Certifications / Training:

- I AIA LU / HSW – SS101
- Microsoft Access Master Class
- Modified Bitumen Roofing System
- Roof Systems Data Management
- Microsoft Word
- Microsoft Excel
- Comdial / Edge 120 – Multi-phone system
- OSHA Training

www.roofconsultingservices.com
800-637-7109