

Preconstruction Services Coordinator South Carolina

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1301 Gervais Street Suite 601 PO Box 11129 (29211) Columbia, SC 29201

Education or Qualifications

Bachelor of Science, Business Administration, University of Santo Tomas | Colombia

Specializations

Preconstruction Services Cost Management Project Management

Alejandra Molina



Area of Expertise

I assist LCK's team of project management professionals with construction document reviews and quantity takeoffs, preparing estimates and performing administrative-related functions associated with LCK's project management assignments. I collaborate with our team for project planning, high-quality budgeting and coordination of projects, ensuring the project team is aligned and working toward the same goals.

I am very proficient in estimating and scheduling. I ensure success in my work through attention to detail and strong communication with our team and clients.

Business and Educational Background

I graduated from University of Santo Tomas in Colombia with a Bachelor of Science degree in Business Administration.

I have over eight years of professional experience in project estimating, scheduling, finance and team support.

Community Involvement

I am actively involved in my church and I enjoy spending time with my family, traveling and working out.