



CANDEE MARSDEN

Office Manager



Contact	Summary
345 Spring St. Suite 103 Paso Robles, CA 93446 805-472-2400 Candee@jmconstruction.com	In my previous roles, I provided essential support in office logistics, schedule coordination, and financial documentation, which has equipped me to effectively manage the diverse responsibilities at JM Construction. With a strong background in administrative support and project oversight, I am adept at ensuring the smooth operation of day-to-day office functions, ultimately contributing to the efficiency, growth, and success of the company.
Work Experience	
	JM Construction 1/2022-Present Office Manager As the Office Manager, I am responsible for maintaining office systems, managing documents, overseeing office supplies, and facilitating internal and external communication. I collaborate closely with project managers, clients, and subcontractors, ensuring project timelines and budgets are met. With a focus on team collaboration, customer service, and operational excellence, I strive to create an efficient and welcoming atmosphere at JM Construction, ensuring that both our employees and clients receive the highest level of support and satisfaction.

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