



AMY CROCHET

Office Manager

YEARS OF EXPERIENCE: 20+

CONSTRUCTION EXPERIENCE:

Moran Construction Consultants, LLC

2019 thru Present

The Millennium Towne Center

2007 thru 2019

University House on Brightside

1999 thru 2007

Olinde's Furniture

1993 thru 1998

EDUCATION:

St. Joseph's Academy

High School Diploma

RESPONSIBILITIES:

MCC, LLC Business Related Responsibilities:

Responsible for invoicing, accounting, insurance, and office management.

MCC, LLC Consulting Responsibilities:

- Assist with project documents & cost reviews
- Site inspections & preparation of monthly reports

The Millennium Towne Center & University Housing Responsibilities:

- Property manager
- Monitor monthly budget & control expenses
- Prepare & submit weekly reports, monthly marketing, & monthly variance report
- Meet monthly leasing goals & monitor monthly delinquencies