

Teresa Jewell
214 - 54 Harvey Johnston Way, Whitby, ON L1M 0J7
Email: tmtaj30@hotmail.com
Phone: 647-532-5289

Professional Summary

Detail-oriented and highly organized administrative professional with over 18 years of experience supporting construction, real estate, and corporate environments. Adept at managing front-office operations, coordinating schedules, handling confidential documentation, and providing exceptional customer service. Known for maintaining calm under pressure, streamlining workflows, and building strong relationships with clients, vendors, and internal teams. Thrives in fast-paced settings and brings a proactive, solutions-focused approach to every task.

Core Skills

- Front Desk & Reception Management
- Multi-line Phone Systems & Email Correspondence
- Calendar & Meeting Coordination
- Document Preparation & Filing (Electronic & Physical)
- Vendor & Trade Partner Communication
- Purchase Orders & Invoicing (Builderlynx, Yardi, Newstar)
- Contract Administration & Data Entry
- Customer Service & Client Relations
- Office Supply & Inventory Management
- Health & Safety Documentation
- Microsoft Office Suite (Word, Excel, Outlook)
- CRM & ERP Systems (Profiler, Moneris, Newstar, Builderlynx, Procor)

Professional Experience

Administrator – DMF Construction Management – Markham, ON Oct. 2024 – May 2025

- Updated Procor pricing from Contracts Department
- Created POs, sent tender packages, saved monthly project reports – Procor
- Supported Contracts Department with scanning and saving executed contracts
- Maintained daily communication with site personnel and trade partners
- Scheduling of meetings for President and Project Managers
- Prepare monthly project reports for Executive meetings
- Overlook and prioritize emails for President

Construction Administrator - Stafford Homes – Toronto, ON

Nov 2022 – Feb 2024

- Reviewed and approved décor paperwork using Builderlynx; generated POs for trades and distributed with drawings and colour charts
- Verified coding and pricing; submitted finalized documents to Director of Construction
- Updated Builderlynx pricing from Contracts Department
- Created POs in Yardi for base and upgrade items; submitted for approval
- Supported Contracts Department with scanning and saving executed contracts
- Maintained daily communication with site personnel and trade partners

Construction Administrator - Lindvest – Toronto, ON

May 2021 – Nov 2022

- Processed décor paperwork via Newstar Enterprise; generated and distributed POs
- Organized and saved documentation in electronic drive
- Reviewed VPOs from site for coding and pricing; submitted for sign-off
- Scanned and batched approved VPOs with invoices for payment
- Liaised daily with site staff and trade partners

Low Rise Décor Administrator - Empire Communities – Toronto, ON

2017 – 2021

- Oversaw paperwork from six consultants using Newstar Sales
- Entered payment data into Profiler; logged Moneris and cheque payments
- Approved optional extras, amendments, floor plans, and bank letters
- Maintained logs and forwarded documents to Head Office for execution
- Interacted directly with homeowners, site staff, and head office
- Managed physical and electronic filing systems

Site Clerk / Coordinator - FirstCon Group – Toronto, ON

2013 – 2017

Worked in both site and office environments

- Managed RFIs, SIs, COs, POs, transmittals, tender packages, control logs, and progress draws
- Took meeting minutes; prepared reports for owners, trades, partnerships, customer service, and property management
- Scheduled hoist operations
- Filed accident reports and manuals; ensured trade compliance
- Coordinated with safety consultants
- Prepared handover and occupancy documents
- Finalized trade and account records

Receptionist/Administrative Assistant Triovest Realty Advisors –Toronto, ON

2007 – 2012

- Scheduled meeting rooms and supported video conferencing
- Tracked art and furniture inventory
- Ordered office supplies and equipment
- Coordinated repairs with Building Operations Manager
- Ordered business cards and prepared new employee packages
- Activated long-distance codes and access fobs