

MICHELLE CASTELLANOS

PROFESSIONAL EXPERIENCE

12/2006 – Present *Authentic Construction, LLC.* 10261 SW 72 St. Suite 103
Miami, FL 33173

Founder / Managing Member 305.595.3205

- Authentic Construction, LLC. Is a general contractor specializing in the construction of custom homes for the affluent.
- Duties include all facets of corporate and project accounting such as accounts payable & receivable, payroll, administration of banking relationships, administration of corporate and subcontractor insurances, notice to owners, lien releases, and applications for payment.

1994 – 12/2006 *G.C. Homes, Inc.* 14600 SW 136 St.
Miami, FL 33186

Accounting 305.259.3100

- G.C. Homes, Inc. is a high end residential developer. Their scope of work includes developing communities of Single Family Homes, Town Homes, condos, and mostly custom homes in the South Florida area. For a better idea visit www.gchomes.com
- Duties included accounts payable for company utilities, accounts payable for subcontractors, notice to owners & lien releases

SKILLS

Proficient in Quickbooks, Windows operating systems and suites, and Apple operating systems and applications

EDUCATION

1994 –1996 Miami Dade Community College Miami, FL
■ Associates of Art

1991 – 1994 Lourdes Academy Miami, FL
■ Graduated May '94

LANGUAGES

Excellent oral & written communication skills in English & Spanish.