



Sarah Allen

Project Coordinator

Education

Valparaiso University 2001, BS Business Administration

Professional Experience

- KDI Design April 2016 to Present; Project Coordinator
- Office Concepts March 2005 to November 2006; Sales Administrator
- Janco Design Group June 2003 to March 2005; Office Manager
- OM Workspace September 2001 to June 2003; Sales Administrator

Professional Capabilities

- Create and Manage Project Proposals, Purchase Order Invoices
- Track Vendor Acknowledgements and Delivery Dates
- Schedule and Coordinate Installations
- Customer Relations and Vendor Communication
- Maintain Internal/External Project Records and Status Reports

KDI

COMMERCIAL INTERIORS AND FURNISHINGS

427 NORTH KIRK ROAD, SUITE #101 | GENEVA, IL 60134 | 630.208.8822 | KDIDESIGN.COM