



Kelly Gordon

Senior Construction Assistant
7 Years of Experience

“At Flaherty & Collins we are dedicated to operating with integrity and to provide top quality service to our customers. My primary focus as the Senior Construction Assistant is to provide support for our President of Construction, Project Managers and Field Personnel”

Responsibilities

Kelly’s responsibilities include supporting the President of Construction & Project Managers with various administrative disciplines. She also coordinates the monthly draw schedules for multiple projects using our Timberline Software System. Kelly has numerous jobs throughout the work day which also include typing and distributing all subcontractors’ contracts, change orders, purchase orders, enters all invoices, contracts, change orders etc. into Timberline for payment; including check distribution to various subcontractors and vendors.

Professional Experience

Prior to joining the Flaherty & Collins Construction team, Kelly worked for a local construction company, providing many of the same responsibilities. They include:

Kosene & Kosene – Indianapolis, Indiana
Project Coordinator

Sullivan Corporation – Noblesville, Indiana
Project Coordinator

Accreditations/ Organizations

First-Aid Certification

Education

Sheridan High School – Sheridan, Indiana
Majored in Business

Personal

Kelly enjoys spending quality time with her family, shopping, and cooking. She also is a big supporter of the Indianapolis Colts and never misses a game.

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