

# RESUME

## PERSONAL

### BROOKE LOGAN

*Office/Business Manager*

---

## EDUCATION

*Klein Forest High School, Houston, TX  
Tomball Community College, Tomball, TX  
Stephen F. Austin State University, Nacogdoches, TX*

## PROFESSIONAL EXPERIENCE

*Office/Business Manager (1.5 Years)*  
**RWG Construction Management, Inc.**  
Brenham, Texas

*Senior Administrator (3 Years)*  
**RWG Construction Management, Inc.**  
Brenham, Texas

*Contract Manager (1.5 Years)*  
**RWG Construction Management, Inc.**  
Brenham, Texas

*Administrator (1 Year)*  
**RWG Construction Management, Inc.**  
Brenham, Texas

## PRIOR EXPERIENCE

*Processor/Examiner/Closer*  
**Botts Title Company**  
Brenham, Texas

*Processor/Closer*  
**Regency Title Company**  
Tomball, Texas

*Loan Processor*  
**City Capital Mortgage**  
Houston, Texas

## PROJECTS

### **RWG CONSTRUCTION MANAGEMENT** **Responsibilities – All Projects**

---

Contracts  
Change Orders  
Office Administration  
Cost Accounting Reports  
Accounts Receivable  
Accounts Payable  
Employee Benefits