

### CITY OF RESIDENCE

Darlene has resided in Fort Myers, Florida since 1983

### OFFICE LOCATION

Fort Myers, Florida

# YEARS OF EXPERIENCE WITH CURRENT COMPANY

1985 - Present

### **EDUCATION & CERTIFICATION**

High School Graduate
Florida Certified General Contractor



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### **DARLENE HUFTHER**

SECRETARY | DIRECTOR OF OFFICE OPERATIONS

Darlene has been involved with Gulfpoint Construction since she and John started their company in 1985.

Darlene's experience has been with custom homes, condominium developments, clubhouses, office buildings, churches, and schools. Projects have ranged from 5,000 sf to over 200,000 sf. She has also been involved with 500 unit condominium projects with golf courses as well as single-family developments. The value of projects ranged from \$100,000 to \$70,000,000.

Darlene's responsibilities include bookkeeping, cost control, budgeting, marketing analysis and setting up of computer programs. Darlene will serve as office coordinator of this project. She will be involved with the project from design through completion of this project and will oversee all reports, contracts, computer updating, logs, etc.

## #O KEY SKILLS

- Leadership & Guidance
- Resilience
- Bookkeeping
- Site Safety | OSHA Compliance
- Project Reports

- Cost Control | Budgeting
- Change Order Management
- Field to Office Communication
- Marketing Analysis
- Computer based project organization

### **PROJECT HIGHLIGHTS**

#### Florida SouthWestern State College

Budget Over 200K | Size n/a

## The School District of Lee County, Florida

Budget Over \$2M | Size n/a

### **Skyline Elementary School**

Budget \$1.7M | Size 86,280 sq. ft.

### **Mariner High School**

Budget \$ 2.5 M | Size n/a

### **Lehigh High School**

Budget \$1.4 M | Size n/a

### Mirror Lake Elementary School

Budget \$912 K | Size n/a

### **Estero High School**

Budget \$ 2 M| Size n/a

### **Bonita Springs High School**

Budget \$62M Size 250,000 sq. ft