



**LOURDES ZAPATA**  
Project Coordinator

**Experience**

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Responsible for assisting team project managers with the development of equipment/bulk loading schedules, assembly of brochure books, equipment details and supporting specifications. Provides coordination between the individual project managers, CADD specialists and administration assistants to complete the final project submission to the firm's clients. Other responsibilities include shop drawing review, project budgeting and firm marketing for Latin America.

**Academic Background**

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St. Thomas University School of Business – Miami, Florida  
Miami Dade Community College – Miami, Florida

**Professional Experience**

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Inman Foodservices Group, LLC  
Benjamin Perlstein Associates, Inc.  
Dynamic Foodservice Equipment Company

**Strengths**

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- Maintaining and updating of project files
- Maintaining and updating project shop drawings and equipment brochure books
- Experienced in Word, Excel and Auto Quotes
- Bi-lingual – English and Spanish