MELANIE BUSH

Operations Coordinator

750 Patrick Place, Suite A
Brownsburg, IN 46112

mbush@hplegacyinc.com

317.218.4769

hplegacyinc.com

Education

Degree: Bachelor of Arts
Major: Business
Institution: Indiana University
Graduation: 1985

HP Legacy Tenure

August 2022 - Present

Current Role and Responsibilities

- **Provide front office support** to Project Managers and field employees, ensuring smooth operations.
- **Manage contract commitments**, coordinate job close-out processes, and prepare monthly draws.
- **Assist with the project bid process** and handle printing and distribution of job drawings.
- **Plan and organize** company outings, meetings, and other events.
- **Oversee basic office functions** to maintain an efficient and professional work environment.

Skills

- Attention to Detail
- Problem Solving
- Organized

HP Legacy
Building a Legacy of High Performance