



ABKaelin, LLC
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PA UCP DBE/WBE# 14029

Karen L. Coley

Karen Coley is a NACE Level 1-Certified Coating Inspector with over 30 years of broad based experience in the coating industry.

ABKaelin, LLC

7/16 – Present Administrative Support (Tappan Zee Bridge Project)

Specific responsibilities include:

- Report review and QA problem solving
- Review and compilation of acceptance sheets and documentation packages
- Quality verification of coatings records packages

5/16 – Present Operations Manager

Specific responsibilities include:

- Project Administration / Management
- File Coordination
- Monthly/Weekly Reports
- Development and Review of Proposals/Reports/Documents
- Invoicing
- Client communication and follow-up
- Coatings inspection services

PREVIOUS EXPERIENCE

KTA Tator, Inc.

2/83 – 4/16

1/97 – 4/16

Inspection Administrator

Specific responsibilities include:

- Communicating and coordinating with KTA Project Managers, clients, and inspectors on a daily basis
- Compiling packages for project which includes the specification, inspector agreement, Product Data Sheets, MSDS, and job-specific equipment to ensure compliance with the scope of services.
- Client coordination / communication and resolution
- Quality control of coating inspection records and compliance
- Project management
- Recruiting and arranging for training of new inspectors
- Ensuring that initial and on-going inspector training is scheduled and conducted. Maintain annual records
- Preparing proposals Prepare monthly reports

- Reviewing coating inspection reports and documentation
- Special projects including:
 - Documentation review (litigation or client complaints)
 - Development of quality control documents / programs / procedures
 - Initiation of commercial inspection services projects
 - Coordination of KTA's SSPC QP-5 initial certification
 - Confidential client project support

12/83 – 12/96

Accounts Receivable Clerk

- Responsible for invoicing for all KTA offices and services.
- Processed payment of invoices upon receipt and generated monthly sales and cash receipt reports utilizing job cost accounting software on an IBM PC computer.
- Payroll processing
- Collections
- Reviewing of purchase order and government contracts
- Processed weekly deposits of incoming checks and handled all petty cash transactions.

2/83 – 12/83

Clerical Position

- Duties included transcription of machine dictation, preparation and assembling of detailed reports (including tables) utilizing a word processing program.
- Arranged travel itineraries for consultants and inspectors.
- Assisted at the main telephone switchboard.
- Provided assistance in the KTA Physical Testing Laboratory. Duties included assisting in test panel projects by performing and recording dry film thickness readings. Also worked as a technician performing testing for a soluble salt research project.

EDUCATION

6/69 – 6/70
1969

Slippery Rock State College - Major: Health and Physical Education
Coraopolis High School – Graduate

ADDITIONAL TRAINING

5-day National Association of Corrosion Engineers (NACE) Training
3-day Nuclear Coating Inspection Training Course (KTA)
2-day OSHA Safety Training Course (KTA)
2 day Inspector Refresher Training (KTA)
Project Management Training (KTA)
Technical Writing I (KTA)

COMPUTER SKILLS

Microsoft Word and Excel
Solomon Software Accounting Package