

Frances Van Hooser

Construction Project Coordinator | CAPM Certified | Multifamily & Residential Field Operations & Project Lifecycle Support

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CAPM-certified construction professional with experience supporting multifamily, residential, and remodeling projects across the full project lifecycle. Skilled in schedule tracking, subcontractor coordination, project documentation, and cross-team communication, keeping projects organized and on schedule. Combines hands-on construction experience with operational leadership from 20 years of business ownership, bringing strong stakeholder communication, budgeting awareness, and organizational discipline to construction projects.

Key Project Experience & Impact

Multifamily Residential Development – \$31M Project Wildwood, FL | 95 Buildings | 190 Unit

- Supported coordination of field operations across multiple construction phases in a large-scale multifamily development
- Maintained schedule tracking and milestone visibility to support on-time delivery
- Coordinated subcontractors, inspections, and material logistics across active job sites
- Maintained organized project documentation and communication between field teams and project leadership

Residential Remodeling & Kitchen/Bath Renovations Gainesville, FL

- Coordinate project documentation, permits, selections, and scheduling for multiple concurrent remodeling projects
- Support project managers and superintendents by maintaining organized job files and ensuring project phase readiness
- Communicate with subcontractors and vendors to ensure materials, scopes, and schedules align with construction timelines

Residential Construction – Slab, Block & Flatwork

Multiple Communities | Central Florida

- Supervised field crews and coordinated inspections and deliveries for structural scopes
 - Ensured compliance with safety and quality standards while maintaining schedule continuity
 - Identified and resolved field coordination issues to prevent delays and rework
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CAPM | OSHA-10 | Procore | BuilderTrend | JobTread

Project Coordinator

Haile Kitchen & Bath — Gainesville, FL | Jan 2026 – Present

Serve as the central point for residential remodeling projects, coordinating project documentation, schedules, permits, and materials. Maintain organized job files and ensure clear communication between project managers, superintendents, and trade partners, resolving logistical and administrative issues to keep projects on schedule and running smoothly.

Project Coordinator

TideHomes — Wildwood, FL | Feb 2024 – Jan 2026

Supported a \$31M multifamily development with 95 buildings and 190 units. Monitored schedules, milestones, and field progress while coordinating subcontractors, inspections, and material deliveries. Maintained project documentation and communication between office and field teams, resolving conflicts early to keep construction aligned with timelines and goals.

Field Superintendent

Leola Construction — Ocala, FL | May 2022 – Feb 2024

Oversaw slab, block, and flatwork scopes across multiple residential communities. Coordinated crews, inspections, and material deliveries while ensuring quality and safety standards. Served as the primary field contact for trade partners and addressed coordination issues to reduce delays and prevent rework.

Customer Service Representative / Dispatcher

Marion Masonry Materials — Ocala, FL | May 2021 – Mar 2022

Scheduled and dispatched masonry deliveries to multiple job sites, coordinating with contractors and drivers to ensure accurate and timely deliveries while resolving logistical issues to prevent project delays.

Project Support Specialist – Millwork & Building Materials

Lowe's Home Improvement — Ocala, FL | Apr 2020 – May 2022

Guided contractors and homeowners in material selection, ordering, and delivery coordination for construction and remodeling projects. Maintained organized documentation and inventory aligned with project schedules.

Business Owner / Operations Manager

Bare Body Waxing Studio — Eugene, OR | Oct 2008 – May 2018

Owned and operated a service business, managing staffing, scheduling, budgeting, vendor relationships, and client service. Developed leadership, operational, and financial skills that now support effective project coordination and stakeholder communication in construction projects.

Certifications

- Certified Associate in Project Management (CAPM) — PMI
- OSHA-10