



**Nichole Lenwell**  
**- Office Manager -**

Nichole has been with Apex for about a year and is learning the surveying business, with 10+ years as an Administrative Assistant. She prepares the files for all projects, which includes researching deeds, researching plats, entering information for 811 (utility locates), printing plans, as well as communicating with the customers to ensure their needs are met. Sending out the INDOT letting proposals is a monthly duty and once the contractor is awarded the project, she prepares the files for office & field use. Some of her other duties include, scheduling for the crew chiefs and ordering office/field supplies, as needed. Any other jobs/assignments as required by management.