

Project Manager Administrator Project Manager Administrator Project Manager Administrator -
Ashland Construction Durham, NC Work Experience Project Manager Administrator Ashland
Construction January 2018 to Present Generate & execute contracts, subcontractor agreements,
purchase & change orders, audit insurance compliance, correspondence & transcribing: meeting
minutes, construction punch lists Maintain and update information across multiple platforms,
including ordering plans with any revisions Communicate with both subcontractors and owners via
email, phone, & in person Setup Appointment / Notice of Lien Agent, Permits & bonds, account
setup (water, electric, etc) Experience with: CMiC, Maxwell, SmartBid, Leins NC, PMWeb,
DocuSign IT Help Desk / Social Media Coordinator Longistics Transportations April 2016 to January
2018 Troubleshoot issues throughout office and for drivers on the road Performed System
resets, MS Office issues, connectivity problems, server monitoring & maintenance Responsible for
social media content creator & coordinator Created employee badges, monitor data usage,
database cleanup, and create orders Experience with: Omnitrac, Great Plains, TMW Suite, Active
Directory, SAP, SQL, Freight Watch, ReeferTrak Division Administrative Assistant Robert Half
International June 2013 to February 2016 Planned and organized manager / vendor events and
candidate travel / accommodations ? Responsible for training new administrative assistants on at
need basis ? Operated multi-line phone calls and routed to appropriate managers and staff ?
Processed expense reports, time cards, work with payroll / customer service ? Meet with lead
admin, division directors and branch managers on process improvement and team efficiency ?
Performed operational candidate management (e.g. background checks / drug screens / reference
checks) ? Experience with: Skillport/Pinpoint Testing, Lync, ADP, TimeWise, GIS, Egencia
Recruiter/Recruiting Coordinator Kelly Services October 2012 to May 2013 Filed and organized
office documents, data entry, updated filing system, welcome packets, interview schedules
Answered 10 phone lines to assist customers with appointments, customer service, complaints and
inquiries Recruited temporary staff for positions ranging from light industrial to executive
administrative Managed Full Cycle recruiting, Conduct New Hire Orientation, Ensure compliance
with various Human Resource/Legal issues (medical benefits, hiring, counseling, termination,

payroll, and compensation) Managed data for recruiters, credentialing reports, ran background checks, set up drug screens Experience with: Salesforce, My Certiphi, Bullhorn, SharePoint, MS Office Suite Education Associates Degree of History in History Kishwaukee College - Malta, IL December 2010 Certifications/Licenses Driver's License

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