*Martha Davalos*

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Happy Valley, Oregon 97086 marthad7@comcast.net

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| **PROFILE:** | Detail-oriented professional with 19 years experience in demanding, fast-paced environments. Outstanding organizational, computer, communication and inter-personal skills. | | | | |
| **CURRENT** | | | | | |
| *Clackamas and Portland Community Colleges*  **Landscape Design Student** | | | Portland, Oregon | | 2009 – Present |
| **PROFESSIONAL EXPERIENCE** | | | | | |
| *McCormick & Schmick’s Seafood Restaurants*  **Development Department Administration** | | | Portland, Oregon | | 2006 - 2009 |
| * Supported the entire Development Department: Executive Director of Development, Real Estate, Design and Construction sections. * Scheduled meetings (notified participants, catering, etc.), took meeting minutes and transcribed. * Arranged travel and accommodations for team members – including visitors. * Coordinated / facilitated the office while team members traveled. * Developed matrices, spreadsheets and logs for ordering, and tracking of Purchase Orders for new locations as well as replacing furnishings in existing locations. * Set-up utilities (natural gas, electricity, water, cable/satellite) for new locations. * Prepared demographic reports for Real Estate. | | | | | |
| *Walsh Construction Co.*  **Project Administrator** | | | Portland, Oregon | | 1995 - 2005 |
| * Executive Assistant for Directors of Estimating and Quality Control Departments; and supported up to four project managers with a total of nine projects (contracts, correspondence, meeting minutes, etc.). * Facilitated relationships between all team members on a project (owner, architect, project manager, superintendent, subcontractors and suppliers). * Produced monthly Owner contract billings. * Created training program for new project administrators and became Lead Trainer. * Set up and managed a self-sufficient satellite office at jobsite for largest Walsh contract to date. * Prioritized and delegated tasks to meet deadlines. * Developed and maintained Estimating Department charts to track lumber pricing. | | | | | |
| *VLMK Consulting Engineers*  **Reception/Office Administration** | | | Portland, Oregon | | 1989-1995 |
| * Building permit application and follow-up. * Created archival database of projects. * Supervised two assistants. | | | | | |
| *Westmoreland Union Manor*  **Small Business Owner** | | Portland, Oregon | | 1985-1989 | |
| * Sole proprietor of small convenience grocery store. | | | | | |
| **Computer Software:** Advanced in Microsoft Outlook, Word, Excel, and PowerPoint. Knowledge of Microsoft Access and Project. | | | | | |
| **EDUCATION** | | | | | |
| BS, Social & Behavioral Sciences, (With Honors), Linfield College, McMinnville, Oregon | | | | | |