

**Rhonda N. Mallory**

8 Stone Ct

Gales Ferry, CT 06335

(860) 464-0235

RhondaMallory85@gmail.com

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## **PROJECT CONTROLS/ADMINISTRATION/TRAINING**

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### **PROFESSIONAL ACCOMPLISHMENTS**

#### Project Controls:

- Assisted Project Managers in procurement, submittal, billing, and project closeout processes
- Assisted Directors and Operations Managers with project forecasting and assembled reports to the CEO and CFO
- Approved and entered estimates, budget adjustments, and change order requests
- Analyzed, adjusted and balanced project cost worksheets
- Maintained and audited project logs, reports, and highly effective electronic and paper filing systems
- Performed project set-up to include: contact list, budget, contract billing information, and project logs
- Processed Requests for Information(RFI) documentation
- Transcribed and transmitted daily reports to clients
- Assisted contractors with client's badging process
- Reviewed and edited reports to clients

#### Administration:

- Provided written, oral and email correspondence
- Reviewed and processed certified payrolls
- Edited and assembled weekly and monthly reports to clients
- Performed weekly sales audits
- Edited company newsletter
- Scheduled and planned associates work schedules
- Maintained financial reports for retail store
- Performed annual reviews of sales associates
- Processed payroll, and accounts receivables in small construction company

#### Training:

- Developed training for Safety Department
- Designed and performed training for Project Managers, Project Engineers and Project Controls Associates to develop their skills in Timberline Project Management system and Smart Search filing system
- Supported Project Engineering Manager with training of new employees
- Assisted with updating company Standard Operating Procedures

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Additional Skills and Experience:

- Developing training plans and objectives
- Technical writing, written and oral communication
- Skilled in MS Word, MS Excel, MS Power Point, Outlook, and Adobe Professional
- Specialist in Timberline Project Management, Job Cost, Contracts and Billing modules and also in Smart Search file management program

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WORK HISTORY

2004-Present	Project Engineering & Controls	A/Z Corporation, N. Stonington, CT
1998-2003	Merchandising Team Leader	Macy's Corporation, Silverdale, WA
1997-1998	Department Sales Manager	Macy's Corporation, Silverdale, WA
1997-1997	Sales Auditor	Macy's Corporation, Silverdale, WA
1993-1996	Executive Secretary	Macy's Corporation, Burlington, MA
1985-1992	Office Manager	Perry & Morrill, Inc., Bangor, ME

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EDUCATION

Southern Illinois University (2010) – Bachelor of Science degree in Workforce Education and Development

University of Maine (1985-1988) – Majored in Liberal Studies

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AWARDS AND RECOGNITIONS

Selected for the 2012 Operation's Team Committee for A/Z Corporation

Awarded 2010 Project Team Member of the year for A/Z Corporation

Selected for the 2001 Star Council Committee for Macy's Corporation

Awarded Employee of the month in 1999, 2000, and 2001 for Macy's Corporation