

Virginia E. Hernandez

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Project Coordinator ~ Purchasing Agent ~ Administrative Assistant

- Over 2 years experience in Business Administration.
- Hard working, detail oriented, able to multi-task.
- Possess assertiveness, excellent verbal and communication skills.
- Strong background in Business and Finance.
- Prioritize and complete tasks efficiently.

Objective:

Pursuing a career in Real Estate where I can utilize my educational background and work experience in the field of Finance to become a viable asset of the organization.

Experience:

The Jobin Organization, Inc. - Farmingdale, NY *Project/Purchasing Coordinator* June 2009 – Present

- Manage several multi-million dollar construction projects within the New York City area.
- Maintain a calm demeanor under high-pressure situations that meet strict deadlines.
- Create budget analysis and review reconciliations with Project Executive.
- Prepare correspondences and documentation for clients; review contract documents, drawings, and quotations.
- Analyze Contract Documents, specifications and drawings prior to reviewing submissions with Project Managers.
- Report progress, identify issues, and allocate resources of open projects and present to Project Executive.
- As Purchasing Agent, manage procurement of materials and services for all open projects and office supplies.
- Support Controller in A/P, A/R & Financial Reporting; analyze invoices, check pricing and assist in coding invoices.
- Research and analyze comprehensive building systems and products from various manufacturers.
- Issue requests for proposals (RFP), purchase orders, and proposed change orders (PCO).
- Reduced material cost by 25% on existing arrangements by renegotiating vendor contracts.
- Arrange meetings with vendors to learn about complex building systems and alternative cost saving products.

Merrill Lynch- New York, NY *Intern* September 2008 – December 2008

- Assisted the Client Service Manager and Financial Advisors of the International- Global Wealth Management team.
- Conducted wire transfers, trade corrections, and checked client account information utilizing network systems.
- Created a database that stored financial accounts of global clients including their options and stock information.

Mensah & Dzubow, PLLC - Washington, D.C. *Legal Intern* May 2006-July 2006

- Researched case laws for several areas of law including contract law, tort law, civil & immigration law.
- Provided support for the preparation of defenses for new and ongoing court cases.
- Obtained court trial experience through observing trial lawyer during courtroom proceedings.

Skills:

Computer Skills: Highly proficient in MS Office (Excel, Word, PowerPoint), Sage Timberline (Construction Accounting Software). Languages: Spanish (Fluent).

Education:

Wagner College- Staten Island, NY

Master of Business Administration in Finance, 2009

Bachelor of Science in International Business; Minor in Spanish, 2007

Leadership Experience:

Wagner College Women's Lacrosse Team August 2003–May 2007

- Showcased ability to work well with others in a team-oriented environment and in high-pressure situations.
- Maintained solid work ethic and discipline, and utilized strong leadership, problem solving, and social skills.
- Utilized time management skills to coordinate full academic course-load with athletic commitments.

References upon request