

# Tracey Collin

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161 Cynthia Lane Unit F4, Middletown, CT 06457  
Home: 860-539-3643 - Cell: 860-539-3643 : GreatIrishLass@aol.com

## Career Overview

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Committed and motivated administrative professional with exceptional customer-relation and decision-making skills. Strong work ethic, professional demeanor and great initiative.

## Skill Highlights

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- Microsoft Office skills
- Attention to detail
- Travel administration
- Notary Public
- Spreadsheet development
- Scheduling Software

## Professional Experience

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### Project Administrator

November 2010 to Current

#### R2D Corp – Cromwell, CT

- Prepare correspondence, change orders, contracts and purchase orders.
- Review and process submittals and RFI's.
- Prepare 2 Week Look Ahead schedule for Owner's meeting.
- Maintain contract files.
- Assist Project Managers with bid solicitations.
- Prepare R2D and Owner Change Order Proposals.
- Run reports and update logs for weekly Owner's meetings.
- Attend, process and distribute weekly subcontractor meeting minutes.
- Issue construction bulletins to subcontractors for pricing.
- Update office set and job site set of drawings with changes.
- Prepare photographs for inclusion into the monthly requisition.
- Create and email purchase order to printers for drawings when requested.

### Administrative Assistant

November 2008 to November 2010

#### Nosal Builders, Inc – Durham, CT

- Assist the president with travel arrangements and meetings.
- Answer phones and direct calls to appropriate personnel.
- Get drawings and specifications for bidding.
- Work with the estimator to coordinate bids.
- Download drawings and specification to ftp site.
- Process requests for bid bonds and prepare bid forms.
- Deliver bids to bidding locations.
- Type bid results and email to the bonding company.
- Update bidder's lists.
- Log in subcontractor contracts and associated forms.
- Work with the project manager to prepare close out manuals.
- Contact subcontractors for missing paperwork.
- Working knowledge of Word, Excel, ComputerEase.

### Administrative Assistant/HR Representative

April 2008 to November 2008

#### Northeast Utilities – Berlin, CT

- Schedule interviews with both internal and external candidates follow up with hiring manager.
- Assist HR Consultants with offer letters, background checks, scheduling medical appointments and process payroll change requests.
- Correspond with candidates from the interview to the hiring process to ensure that they have the correct

forms.

- Prepare interview expense forms and relocation forms.
- Run union postings and internal postings.
- Input new hires for orientation and prepare booklets and overrides for extended vacations.
- Working knowledge of Colt, Greentree, Lifeview, in addition to Word and Excel.

### **Administrative Manager**

January 2003 to April 2008

#### **Downes Construction Co., LLC – New Britain, CT**

- Manage the administrative staff.
- Prepare and maintain procedures/manuals.
- Correspondence, change orders, contracts and purchase orders.
- Log in submittal data and set up directories of subcontractors using Expedition.
- Maintain contract books and files.
- Assist Project Executives/Project Managers with bid solicitations.
- Handle incoming bid deposits and distribute bid packages.
- Log in insurance certificates and bonds.
- Maintain closeout reports.
- Coordinate office machine purchases and leases for job sites.
- Provide notary services.
- Proficient in Word, Excel, Microsoft Project, Microsoft Outlook and Expedition and Timberline.

### **Project Coordinator / Administrative Assistant**

January 1999 to January 2003

#### **Jord Construction, LLC – Milford, CT**

- Handle all Human Resource responsibilities for the company, which include health insurance, 401K paperwork and attendance records for each employee.
- Update and maintain the MSDS list and all safety manuals.
- Contact building departments and malls for information needed.
- Scan and copy blueprints.
- Call subcontractors to see if they are interested in bidding projects.
- Send out bidding packages for Project Managers.
- Track bids received.
- Prepare purchase requisitions and fax purchase orders and necessary paperwork to awarded subcontractors.
- Log in W - 9 forms and insurance certificates, using QuickBooks.
- Work closely with Project Managers and Field Superintendents to insure the project is running smoothly.
- Visit job sites periodically to monitor projects.
- Prepare and fax change orders as needed.
- Make follow up phone calls to subcontractors to determine the status of and expedite our receipt of all releases of liens, warranties and relates documentation for the closing of construction projects.