

Candice Peralta

Project Manager Assistant - Texas Wall and Landscape/Harper Brothers Construction

Spring, TX 77386

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832-289-1140

Highly skilled and detail oriented bilingual project manager/administrative assistant who goes above and beyond expectations of job duties. Providing thorough, organized administrative support to senior executives for over seven years. Excellent work ethic and strength in boosting company morale.

Authorized to work in the US for any employer

Work Experience

Project Manager Assistant

Texas Wall and Landscape/Harper Brothers Construction - Wall, TX

October 2016 to Present

- Accounts Payable full circle; code, match tickets, data entry, process and print checks to pay vendors
- Bill and collect revenue for all contracts using AIA pay applications, waivers, affidavit, CPR, MWDBE, etc.
- Maintain vendor files including subcontracts and certificates of insurance related to contracts
- Support estimating and project managing team with all pre and post bid documentation
- Enter revenue/costs in viewpoint when contracts are awarded along with any change orders
- Reconcile invoices and statements including company credit cards
- Setup vendors in VP software after filling out credit applications, tax certificates, and receiving W9
- Assist new employees with the application process and assign phones, computers, PPE, etc.

Administrative Assistant

Frosch Travel

October 2014 to October 2016

- Perform administrative and office support activities for multiple supervisors
- Answer incoming calls and direct them to the appropriate corporate/leisure agents
- Manage calendars, schedule vendor visits as well as coordinate vendor lunches
- Train and supervise new hires in administrative roles
- Maintain the conference rooms, organize and set up for vendors meetings
- Handle all outgoing and incoming mail for office as well as FedEx and UPS
- Responsible for opening and closing the office each day
- General office duties such as, requesting building maintenance, ordering monthly office plants, as well as order and distribute office supplies while adhering to a fixed office budget

Lead Teller Supervisor

Wells Fargo Bank

September 2011 to June 2014

- Supervise and coordinate the activity of tellers
 - Engage in receiving and paying out money
 - Assign duties and work schedules to tellers to ensure efficient functioning on the retail/operational side of the bank
- trained tellers in exceptional customer service, banking audit procedures, and cross selling products

- Resolve escalated customer complaints as well as ensure customers were satisfied examined teller's reports of daily transactions and accuracy; consolidated and balance check upon close of business day

Receptionist & Customer Service Representative

TMB Screen Printing Co

August 2010 to September 2011

- Oversee daily front-office operations; including directing telephone calls to the appropriate department
- Greet and assist customers with questions and product inquiries
- Oversee incoming invoices from vendors and suppliers to ensure quantity and pricing accuracy
- Inputte all accounts payable invoices for payments and issue checks accordingly

Education

Associate of Arts in Criminal justice

Lone Star Community College - Houston, TX

Skills

Microsoft Office (10+ years), Viewpoint (1 year)

Additional Information

- Extremely dedicated, driven, excellent team player and an effective communicator
- Fast learner; quick to demonstrate initiative and good at taking direction
- Comfortable working in a fast paced, high pressure environment
- Ability to meet tight deadlines and juggle multiple priorities
- Extensive software skills including Microsoft Office and Viewpoint; advanced typing and 10 key