**Marina Gomez**

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**OBJECTIVE: Seeking an opportunity to add value by contributing my experience and knowledge while seeking avenues to grow professionally in the construction industry.**

**EDUCATION:**

University of Houston August, 2009

Bachelor of Science in Construction Management

Worked while attending school

**RELEVANT EXPERIENCE:**

Hoar Construction, Houston, TX September 2014 to Present

**Field Office Administrator**

* Provided administrative support to 2 Project Managers and 4 Superintendents
* E-mail correspondence and other information for Project Managers to field or various subcontractors as requested
* Assist Project Manager with pay applications and schedule of value from subcontractors using Textura
* Collect certificates of insurance, PTSA’s, Bill of Sale, and other necessities as required for projects
* Prepared weekly field payroll and verified time report to insure accuracy
* Recorded employee information such as new hires, transfers, and resignations, in order to maintain and update payroll records
* Assist with processing and distributing RFI’s using Viewpoint
* Record and document meeting minutes that communicate actions, and decisions
* Processed material and equipment rental invoices and checked payment status
* Obtain subcontractor unconditional and conditional waivers

Warwick Construction, Inc., Houston, Texas Jun. 2013 – Jul. 2014

**Project Administrator**

* Provided administrative support to Project Managers and Superintendents
* Obtain permits, certificates of insurance, and other necessities as required for projects
* Arrange the delivery of dumpsters, portable toilets, and temporary/ permanent utilities to jobsite
* Assist with the maintenance of as-built drawings
* Process Purchase Orders, Change Orders, Back Charges and Material Orders to subcontractors/ vendors
* Assist estimating with calling subcontractors/vendors for bid solicitation and verify participation
* Collect subcontractor information: bid proposals, submittals, agreements, insurance, waivers & warranties
* Fax or e-mail correspondence and other information for project manager to field or various subcontractors as requested.
* Manage the preparation and delivery of the Project closeout documents, warranties, and lien releases as needed

Austin Industrial Inc., La Porte, TexasApr. 2010 – Dec. 2012

**Field Office Manager**

* Collected hourly employees timesheets submitted through electronically form
* Posted relevant work hours to client file in order to bill weekly labor invoices to client
* Prepare weekly payroll and verify time report to insure accuracy
* Processed invoices and checked payment status using Lawson Software or View Point Software
* Review job cost reports with invoice information to verify all costs are billed in accordance with the contract terms
* Analyze contract documents for billing terms and conditions for job sites
* Purchase safety supplies as required and provide receiving of supplies
* Conduct weekly safety meeting for employee owners
* Recorded employee information such as new hires, transfers, and resignations, in order to maintain and update payroll records
* Handle confidential information (medical records, drug and alcohol screening results)

Austin Industrial Inc., Houston, TexasNov. 2009 – Mar. 2010

**Timekeeper**

* Collected hourly employees timesheets submitted through electronically form
* Recorded employee information such as new hires, transfers, and resignations, in order to maintain and update payroll records
* Posted relevant work hours to client file in order to bill clients

Austin Industrial Inc., Houston, TexasNov. 2006 – Jan. 2010

**Accounting Clerk**

* Registered invoices into CMiC Software
* Catalogued all invoices into their appropriate jobsite mailbox
* Processed invoices and checked payment status using Lawson Software
* Screened and distributed all correspondences to the accounting department

**SKILLS:**

Computer: Microsoft Office, Lawson Software, View Point Software, iSqFt., Bluebeam Revu, Plan Grid, Textura, and CMiC Software

Language: Bilingual in Spanish

Miscellaneous: Filed and handled subordinates information