

Lauri Regov

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Qualifications Summary

20 years' experience in planning, managing, coordinating, and supporting operational functions as it relates to production, administration, communication and technology; 7 years' experience in total financial responsibility for the business.

- Meticulous financial recording, tracking and forecasting.
- Consistent evaluation and thoughtful replacement of labor-intensive processes to enhance workflow, productivity, creativity and bottom line.
- Effective communication, keeping client base, lower and higher-level company team members up to date.
- Technical expertise in managing hardware, peripherals and all web-based data.
- Proficient in QuickBooks Pro, Microsoft Office Suite (Word, Outlook, Excel, PowerPoint, Access), Microsoft Project, Intuit TimeTracker time sheets, Adobe CS, Corel Suite, Dreamweaver, cPanel.

Professional Experience

Saphire + Albarran Architecture LLC, Pennington, New Jersey

2015 to Present

Business Manager/CFO

- Responsible for all Accounts Receivable, Accounts Payable, invoicing, statements, project and vendor tracking utilizing QuickBooks Pro 2017.
- Work-in-Progress, AIA contracts utilizing AIA contract ACD5 platform, Applications for payment, Cert of completion, etc.
- Coordination with accounting firm for end of year tax preparation.
- Business licenses and all other state required documentation.
- Payroll through PayChex leave/vacation reconciliation and reporting.
- HR primary contact for staff. All hiring functions, Benefits manager, Training coordinator. Payroll and 401k management and verification. Company Handbook through THINKHR, coordinate updates and lawyer review. All state agency reporting. COBRA, NJ Continuation.
- Marketing RFPs and proposal contribution per financial considerations/budgeting.
- Property management, tenant contract agreements, rental monies, deposits, services coordination, property upkeep coordination. Car leases, insurances, equipment contract management
- Records storage per best practices.

Saphire + Albarran Architecture LLC, Pennington, New Jersey

2009 to 2015

Studio Manager/Executive Assistant to the Director

- Oversee the daily operation of the design studio as it relates to production, communication, administration and technology.
- Heavy Document Management; maintain digital and file assets.
- Create and implement selected marketing materials including web-based, print and live presentations.
- Supply reports, Microsoft Project Schedules, spreadsheets, graphics and web-based forms as needed for effective visual communication to clients, consultants and team members. Provide PowerPoint presentations, web-based tutorials and the content for How -To Worksheets and videos for training.
- Manage the intake and external RFP/Bid/RFI processes, with document disbursement. Update all databases. Respond to RFPs, provide creative custom cut sheets and materials.

- Keep the Studio Director aware of scheduling, budgetary, or operational issues. Offer solutions; elicit team participation when needed, then manage the solution to success. Update team weekly meeting agenda. Provide meeting reports and minutes.
- Effective as communications hub. Keep clients generally satisfied with our service, aware of scheduling changes and project status. Adeptly handles client concerns with professional tact and confidentiality. Keep consultants on track to meet deadlines so that we can, in turn, meet our client's needs and deadlines.
- Monitor/manage all IT purchases, consultants and related expenses to keep within IT budget. Implement and manage all servers: File, Email, Internet and print servers through specialized interfaces as required. Maintain computer stations. Computer backups and archiving, resolve virus issues and offer staff spot training as necessary to keep machines optimized. Problem solves hardware issues. Provide software support. Implement firmware updates.
- Learn, set up and train all AV assets.

Saphire + Albarran Architecture LLC, Pennington, New Jersey

2007 to 2009

Healthcare Studio Practice Manager

- Managed personnel jointly with Studio Director by providing project deadlines, discussion team meetings, follow-up, documented progress and feedback.
- Generally oversaw the daily operations of the healthcare design studio as it relates to production, administration and technology.
- Oversaw the submission and application of design document drawings into licensing agencies such as Healthcare Design Review at NJDCA and NJDOHSS. Fill out all DCA forms.
- Implemented shop drawing tracking and accountability, updated software database.
- Created and implemented company policies and procedures for office security, email, internet usage, access control and response.

Saphire Associates, P.C. Princeton, New Jersey

2003 to 2007

Marketing Coordinator

- Worked closely with Marketing Director to design/implement cohesive and creative marketing materials through print, web and actual presentation.
- Managed all web-hosting content development interfaces as appropriate. Website, Client log-in pages, office intranet, etc. Process all images, graphics.
- Achieved transformation to printed marketing materials by creating in-house templates, and graphic libraries. Helped establish publishing standards.
- Developed business cards, brochures, mailings and all printed materials. Designed company logo.
- Assisted in developing project finish boards and other project specific materials.
- Interfaced with vendors for promotional item creation. Designed, implemented graphically complex booth display.
- Interfaced with clients to determine need for project support materials in their dealings with banks or other financial institutions.
- Designed site signage.

Saphire Associates, PC, Princeton, New Jersey

2001 to 2003

Office Manager/Executive Assistant

- Within a month of hire, was promoted to Office Manager based on accomplishments not requested in original job as Receptionist.
- Successfully managed the everyday office operations of communication, supplies and outsourcing needs for the growing architectural firm.

- Managed contract documents through licensing agencies.
- Managed contracts among firm and clients/consultants.
- Proactive in establishing new filing systems, database and specific project information processing.
- Executive assistant to firm's Principals. Arrange travel, scheduling and device (cell phone) support.
- Administrative lead to all new hires, providing training and feedback.
- Researched, recommended then managed various office equipment needs.

Certifications

- New Jersey Notary Public
- NJBIA Healthy Business Certification Course: emphasis on workspace safety during Covid19

Education

Chaminade University, Honolulu HI / Education
Honolulu Community College, Honolulu HI /CDA
Mt. San Antonio College, Walnut Ca. / Business

Hobbies

Soapmaking / Naturals
Reading