

# Kimberly Mallory

## **Construction Accountant**

Los Angeles, CA

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(562) 284-7580

Construction Accounting

Job Cost Reporting

AP/AR

Compliance Coordinator

Certified payroll specialist

D.I.R. Prevailing Wage

Office management

Business law background

Change Orders budget analysis

Retention Releases

G.C. and Sub Contactor work experience

#readytowork

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **Accounting Specialist**

Skanska - Los Angeles, CA

October 2018 to Present

Project Accountant

- Job cost reporting
- Project Cost Analysis
- Retention Releases
- Change Orders/ Cost Codes

### **Senior Accountant**

EL CAMINO CONSTRUCTION AND ENGINEERING - Long Beach, CA

October 2014 to June 2017

Certified payroll (prevailing wage/fringe benefits)

- Accounts Payable/ Receivable
- Compliance Coordinator
- Lien Waiver
- AP/AR
- Vendor /Subcontractor point of contact
- Reconciliation

## **Spa Manager Lead Esthetician**

La Dolce Vita Spa - Long Beach, CA

July 2002 to 2012

Lead Esthetician

- Aesthetic Cosmetic Services
- Massage Therapy
- Customer Retention
- Project management
- Office Management
- Payroll
- Booking

## **Owner**

Los Angeles Business Resource Service - Norwalk, CA

2004 to 2010

New Business Registration/Documentation

- Business Permits
- Corporation Filing
- Non-profit Formation
- Adjudicated Legal Notice
- Trademarks

## Education

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### **ASSOCIATE DEGREE in BUSINESS ADMINISTRATION**

CALIFORNIA STATE UNIVERSITY LONG BEACH

## Skills

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- Experienced construction accountant, with a understanding of compliance working with various federal and local government agencies to obtain all required compliance requests. Other strengths include a business law background, financial analysis/ management, Certified payroll, AP/AR, Human resources, Internal and external reporting, business banking, Compliance, Sage, Quickbooks, Onbase construction software. EXCEL, MSWORD, QUICKBOOKS. I hold myself to a high standard in my professionalism. Focused and reliable who works with respect and efficiency . Prefers to stay organized and ready for new tasks to arise. Diligent with time and prioritizing work responsibilities. Maintains positive, professional working relationships with vendors, clients and staff. (10+ years)
- QuickBooks (4 years)
- Excel (5 years)
- Certified Payroll (3 years)
- Sage (3 years)
- On-base construction software (2 years)
- Compliance Coordinator (7 years)
- Office Management (10+ years)

- Construction Management Software (3 years)
- Cost Control (4 years)
- Legal Drafting (10+ years)
- Microsoft Office (10+ years)
- Customer Relationship Management (10+ years)
- Retention Releases
- Job Cost analysis (2 years)
- English
- Medical Office Experience
- Microsoft Word
- Hospital Experience
- Microsoft Outlook
- Hospitality Experience
- Accounts Payable
- Accounts Receivable
- Bookkeeping
- General Ledger
- Reconciliation
- Construction Experience
- Accounting
- Account Reconciliation
- Bank Reconciliation
- General Ledger Accounting
- Payroll
- Microsoft Excel
- Billing
- Budgeting
- Front Desk
- Data Entry

## Certifications and Licenses

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### **Notary Public**

March 2019 to March 2023

## Assessments

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### **Office Manager — Proficient**

February 2020

Scheduling and budgeting.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/0d032627742966d21ea4292f6ad82ba3eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/0d032627742966d21ea4292f6ad82ba3eed53dc074545cb7)

### **Working with MS Word Documents — Proficient**

February 2020

Knowledge of various Microsoft Word features, functions, and techniques.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/4f212add157c4e785d308513d5b30355eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/4f212add157c4e785d308513d5b30355eed53dc074545cb7)

### **Project Timeline Management — Highly Proficient**

February 2020

Prioritizing and allocating time to effectively achieve project deliverables.

Full results: <https://share.indeedassessments.com/attempts/7b57e26b3ee968983a486d5e615cb2baeed53dc074545cb7>

### **Administrative Support — Highly Proficient**

February 2020

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/7018a334e2e2984a7c59d8b5de5883e2eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/7018a334e2e2984a7c59d8b5de5883e2eed53dc074545cb7)

### **Human Resources Skills: Compensation & Benefits — Proficient**

April 2020

Knowledge of compensation and benefits programs.

Full results: <https://share.indeedassessments.com/attempts/cee5135e6bc42fc6d1c64d555b367c33eed53dc074545cb7>

### **Administrative Support — Highly Proficient**

February 2020

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: <https://share.indeedassessments.com/attempts/f625d7c6dded1e40830dfbcc12596235>

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