**Mikel Bremer**

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**Objective** To obtain a position of increasing responsibility in the realm of project cost controls.

## Experience

11/11 – 08/12 **Cost Control Specialist**

**MWH Constructor’s Inc., Tallahassee, Florida**

Cost control for the Piedmont Waste Water Treatment Plant (WWTP). This project consists of construction management for seven major subcontractors and twenty-five major vendors to facilitate the construction of a new WWTP in Piedmont, SC. Direct roles and responsibilities include, but are not limited to:

* Review Subcontractor and Vendor invoices for discrepancies and accuracy per the contract requirements
* Process Subcontractor and Vendor invoices for payment using Prolog and E1
* Track retainage on Subcontractor payments
* Create, distribute, and track Subcontractor and Vendor Change Orders
* Create and compile accounts receivable invoices to the Client
* Review, track, and distribute Certified Payroll reports.
* Support the project management team to ensure proper cash flow and reduce risk associated with cost controls.

01/10 – 08/12 **Document Control Specialist**

**MWH Constructors, Inc., Tallahassee, Florida**

Document control lead for the Thomas P. Smith Water Reclamation Facility (WRF). This project consists of construction management for ten major subcontractors and roughly sixty equipment vendors to facilitate the construction of the upgraded facilities.

Direct roles and responsibilities include, but are not limited to:

* Ensure proper recordkeeping on various work packages.
* Monitor internal and external document distribution practices to assure proper, timely delivery.
* File system revisions to streamline document control protocol and eliminate redundancies.
* Log project documents in internal database (Prolog/Encompass) and hard copy filing.
* Internal auditing on project files.
* Maintain and distribute project documents to Owner representatives, project management team, subcontractors, vendors, and engineering staff.
* Maintain professional consistency across projects guaranteeing a uniform deliverable to the Client.
* Support and coordinate with other MWH project technical teams to meet the objectives of the contract and client’s business requirements
* Facilitate efforts of local and remote staff by researching and providing required references, documents, or standard operating procedures
* Coordination of closeout documentation for turnover to the Design Engineer and the Owner
* Develop, implement, update, maintain and review compliance of project controls standards and procedures, and initiate corrective measures as necessary.

04/07 – 01/10 **Program Document Control Administrator**

**MWH Americas, Inc., Cape Coral, Florida**

Document control deputy for the Facilities Expansion Program (FEP) and Utilities Extension Program (UEP). Program wide, this constitutes being a team member for roughly fifty unique projects of varying scope. Direct roles and responsibilities include but are not limited to:

* Ensure proper recordkeeping on an intra-company basis (MWH Americas for Design and MWH Constructors for Construction Management) on roughly twelve major projects. This involves cross-referencing between multiple electronic platforms.
* File system revisions to streamline document control protocol and eliminate redundancies
* Maintain and distribute project documents to Owner representatives, project management, and engineering staff
* Assisting project managers on task status and tracking turnaround times for submittals and requests for information (RFIs)
* Maintain professional consistency across projects guaranteeing a uniform deliverable to the Client
* Log pertinent files in computer database system (ProjectWise) and hardcopy archiving
* Daily interaction with virtually every team member, from program managers to design engineers located across the country
* Facilitate efforts of local and remote staff by researching and providing required references, documents, or standard operating procedures

## Education Bachelor of Science in Business Administration, August 2011

## Colorado Technical University, Overall GPA 3.9

Graduated with highest honors

Pertinent coursework included:

* Project Scheduling &

Cost

* Financial Management

Principles

* Managerial Accounting
* Project Risk Management
* HR Project Management
* Contracts & Procurement
* Project Quality Assurance

**Technical** Proficient in Citrix Prolog, Encompass Web Client, and Autodesk Buzzsaw project document software

**Skills** Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

Proficient in Adobe software – creating, modifying, and bookmarking PDF files

Proficient in numerous Xerox Document Control Center units, and the printing, collating, copying, scanning, fax, and email capabilities therein

**Honors and** Repeat member of Colorado Technical University’s (CTU’s) Chancellor's List **Miscellaneous** Certificates in Management, Project Planning, and Business Concepts

Strong work ethic, integrity, teamwork, and interpersonal skills

Flexible and organized, able to multi-task and contribute to the project either alone or as part of a group

Dependable, efficient, thorough, and goal-oriented