**Maria A. Davila**

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# Objective

To obtain a challenging and diverse position at a dynamic organization where I can make a valuable contribution utilizing my experience, with potential for professional advancement and growth.

# Education

2014—Foreign Language Certificate, Rice University

1996—Associates Degree, University of Houston

# Experience

04/2016-Present Operations Specialist BLDG Works USA

* Conducted the day to day processing of financial transactions and collections.
* Create detailed monthly reports in tracking company’s profit and loss
* Maintain consistency in vendor database and set up new vendors.
* Draft Agreements and New Client forms
* Assist with the pre-hire screening process of new employees.
* Basic Customer Service
* Prepare Service Requests and Work Orders for Customers

01/2012-01/2014 Material Control Specialist DYNCorp International (Afghanistan)

* Developed and implemented standard operating procedures.
* Maintained and updated Tracking system for de-scoping military bases for Material\Property
* Authorized Requestor and Escort for Third Country Nationals for the department
* Planned, coordinated and executed property transfers and monthly inventories.
* Reviewed contract documents and correspondence for internal consistency and conformance with established procedures
* Conducted Internal Audits on all Material\Property being shipped throughout Afghanistan
* Created detailed daily, weekly and bi-weekly reports in tracking Materials\Property received and accepted

02/2011-11/2011 Document Control Specialist KBR, Inc. (Iraq)

* Responsible for obtaining, routing, recording, and monitoring relevant information for engineering and supplier data.
* Ensured that the documents are in an accurate and recordable form.
* Ensured compliance with established company policies and procedures.
* Updated and maintained project document files and record keeping system.
* Fulfilled the transmittals and distribution of data as directed.
* Research and analyze possible solutions under standard procedures while developing advanced skills.

01/2010-02/2011 Legal Assistant (Contract Project) Chernosky, Smith, Ressling & Smith, PLLC

* Responsible for obtaining relevant information for the completion of broker documents.
* Researched title issues in order to propose solutions and assist in clearing title encumbrances and/or impediments.
* Drafted tax suits and collection lawsuits.
* Assisted attorneys with preparation for court hearings.

1/2007-02/2010 Legal Assistant Law Offices of J. Todd Malaise

* Interviewed clients in preparation for filing bankruptcy petitions.
* Drafted and filed bankruptcy pleadings.
* Generated status reports keeping the attorney updated on all pending matters.
* Drafted correspondence and general office duties.
* Assisted attorneys with preparation for hearings.

4/2006-01/2007 Escrow Assistant First American Title Company

* Responsible for obtaining relevant information for the completion of broker documents.
* Fulfilled the title requirements for issuance of a final policy.
* Researched title issues in order to propose solutions and assist in clearing title encumbrances and/or impediments.
* Ensured that the documents are in an accurate and recordable form
* Ensured compliance with established company policies and procedures.

# Skills/Experience

* SAP
* Maximo
* DynMRO
* Subcontract Tracker/Vendor
* U.S. Army PBUSE/SAMS/SARSS/MILSTRIP
* AWRDS/LMP experience
* OSHA experience

#### LOGCAP III (Logistics Civil Augmentation)

* United States Department of Defense’s Logistics Civil Augmentation Program in Iraq

#### LOGCAP IV (Logistics Civil Augmentation)

* United States Department of Defense’s Logistics Civil Augmentation Program in Northern Afghanistan

# References

Jeannie Hovell-Cox, Attorney at Law, 832-423-9440

Kinni Flores, 281-608-3857

Tyrone Jones, Dyn Corp, 253-263-6257

Aron Fudge, E7, US Army, +82 10-7441-4290

Joshua Christopher Rhodes, 305-788-3237