

G/G

Gloria Gonzalez/ Assistant Office Manager



ADDRESS

710 Ave I,
Scottsbluff, Ne 69361



PHONE

(308)631-7761

EMAIL

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SOFTWARE

EXPERIENCE:

- Intuit QuickBooks
- Microsoft Office Suite
- Procore Construction Management Software

PROJECT INVOLVEMENT

As our Assistant Office Manager Gloria will be directly responsible for the tracking and logging of all job-related expenses, as well as self-performed expenses, and consumables. She will compile all invoices to generate billings prior to review by the Office and Project Manager to ensure quality control of all financial items.

WORK HISTORY

October 2022 - Present

-Administrative Professional-
Accounts Receivable & Payable/Contracts/Project Communication

Responsible for entering expenses including subcontract and self-performed work. Compiles expense reports with documentation for creation of Invoices & Pay Applications. Assists with creation and distribution of Project Documents such as notice to Proceed, Subcontracts and payment records.

KEY SKILLS AND CHARACTERISTICS

Problem Solver
Public Speaking
Hyper Organized
Data Management
Budgeting and Finance
Risk Management and Mitigation
Strong Verbal Communication Skills
Interpersonal and Written Communication Skills

PROJECT EXPERIENCE

Involvement in all projects completed by Anderson – Shaw since beginning work in 2022