

PROJECT ACCOUNTANT

Career Focus

Dedicated and focused professional who excels at prioritizing, completing multiple tasks simultaneously and following through to achieve project goals. Seeking a role of increased responsibility and authority.

Highlights

- Project coordination
- Forward-thinking mindset
- Microsoft Office proficiency
- Business writing
- Results-oriented
- Self-directed
- Strong interpersonal skills
- Organized and detail-oriented

Professional Experience

PROJECT ACCOUNTANT

February 2003 to Current Company Name - City , State ?

- Currently the on-site Project Accountant for the Gulfport High School renovation which is a CM project with direct owner purchase.
- Proficient with AS400, SAP and JD Edwards accounting systems and all Microsoft applications as well as Construction Imaging software for invoice coding and Bluebeam
- Previously managed the preparation, distribution and tracking of subcontracts, purchase orders, service agreements, change orders, insurance and bonds for multiple projects to include the Hard Rock New Guest Tower Addition, Island View Casino Renovation, MDA Neighborhood Home Repair Program, MSU Science & Technology Center, Ohr O'Keefe Museums of Art, Air Cargo Facility and Sea Breeze Condominiums.
- Assisted multiple Project Managers, Project Engineers and Superintendents with correspondence, files and electronic filing systems, cost coding, RFI's, submittals, submittal log set up, contracts and pay applications and the collection, electronic filing and storage of close out information for specific projects including O&M's, warranty information and as-builts.
- Currently responsible for all Construction Management accounting activities including preparation and submission of all trade contractors AIA pay apps and owner billings.
- Also responsible for collection, filing, and electronic storage of all bid packages, contracts, change orders, construction change directives, trade contractor and owner applications for payment.

ASSISTANT TO VICE PRESIDENT

April 1996 to February 1999 Company Name - City , State

- Developed and implemented a procedure manual for subcontractors that included RFI's, Submittals, and Change Order Proposals and also developed a companion manual for Project Management.
- Successfully coordinated and produced a project overview presentation for the Mirage monthly executive meeting.
- Assisted in the development and maintenance of a database to track contracts and change orders in excess of \$700 million.

OWNER

May 1994 to January 1996 Company Name - City , State

- Acquired and maintained all necessary licenses, permits and insurances to operate and perform construction work.
- Managed all insurance, premiums, claims and annual audits.
- Scheduled equipment, ordered materials, verified, coded and paid vendor invoices and prepared AIA requisitions for owner billings.
- Successfully completed MS Law & Business Management Exam for MS Contractor's Certificate of Responsibility for TKG Contractors.

ASSISTANT PROJECT MANAGER

September 1992 to April 1994 Company Name - City , State

- Maintained all property management and lease administration for a phased, 24-acre business park known as Hampton Business Center located in Capitol Heights, MD and negotiated contracts for new construction, site development and maintenance.
- Prepared budgets for 300,000 + square feet of warehouse space for 10 and 20 year lease options that included property taxes, insurance and a detailed electrical/HVAC maintenance program for the GSA/Smithsonian.
- Researched and prepared responses for all Tenant Requests for Proposal.
- Scheduled and coordinated special events and trade shows to actively market the property.

PROJECT MANAGER

September 1989 to July 1992 Company Name - City , State

- Responsible for interior tenant build out for various projects to include the design phase with the utility providers, city engineers and trade contractors to determine correct loads depending on the tenant's needs.
- Monitored and coordinated daily construction activities and immediately addressed any outstanding issues to maintain strict schedule deadlines.
- Tenant build out included kitchen areas for restaurants, a Xerox service center, and various GSA facilities among others.

PROJECT COORDINATOR

January 1985 to September 1989 Company Name - City , State

- Designed, implemented and maintained a company reference manual for each project which detailed construction progress as it related to scheduling tenants and lease negotiations.
- Managed interior build out of Northern Virginia projects to include pre-construction evaluation and overall coordination of trades through the punch list.
- Secured various permits and Certificates of Occupancy for base buildings and tenant work.
- Worked closely with general contractors, subcontractors and code inspectors to coordinate work activities and ensure budgets were adhered to and projects were completed on time.
- Projects Included Battlefield Business Park, Manassas VA, Windsor Plaza, Chantilly VA, Monroe Business Center, Herndon VA, Enterprise Center, Chantilly VA.

EXECUTIVE ASSISTANT

January 1983 to January 1985 Company Name - City , State

- Provided clerical support, researched claims, prepared meeting minutes and performed all other necessary duties as directed.
- Provided clerical support, issued purchase orders and maintained certified payroll while working on the job site at the CIA Headquarters (Langley, VA) for the CIA powerhouse modifications project.
- Provided clerical support, operated blue print machine, packaged and logged submittals while working on site for the construction of the Army Ammunitions Plant (Bay St.Louis, MS).

Education

USM - GRAPHIC DESIGN, REAL ESTATE and NVCC-ARCHITECTURAL DRAFTING

Skills

Accounting, Accounting Systems, AIA, AS400, Billings, Bluebeam, Bonds, Budgets, Business Management, Clerical, Construction Management, Contracts, Special Events, Filing, Imaging, Insurance, JD Edwards, Microsoft, Office, Negotiations, Payroll, Coding, Project Management, Property Management, Proposals, RFI, SAP, Scheduling, Taxes, Trade Shows,