

Assistant Project Manager Rosendin Electric, Inc. — August 2021 to Present

In my role as an Assistant Project Manager at Rosendin Electric, I am responsible for managing various project scopes including overseeing material procurement and tracking shipments, working closely with our field leads to prioritize work based on project schedules, forecast expenses, and tracking invoices using Inspyru. I also create and manage RFIs and submittals, along with vendor bill of materials (BOMs) and subcontracts. Additionally, I manage change orders (COs) including budget creation and allocation. While working full time at Rosendin I completed my associates degree online, as a full time student, in the evenings for project management as well as two human resource certificates.

Project Assistant BRIX Paving Northwest — June 2021 to August 2021

During my tenure as a Project Assistant at BRIX Paving Northwest, I managed the 3-week look-a-head schedules for the crews, handled RFIs and submittals, logged trucking tickets, and cross-checked trucking invoices. I also managed office supply orders and organization tasks, logged new job details, and attended weekly meetings with the project manager to complete assigned action items.

Project Engineer Whitaker Ellis Builders, Inc. — August 2017 to March 2021

I began my journey at Whitaker Ellis Builders as an office assistant, where I managed invoices, employee records, uniform inventory, and certified payroll records. Upon promotion to, Project Engineer, I was responsible for creating both RFIs and submittals, estimating and submitting change orders, weekly site visits to monitor moral, schedule, site housekeeping, material deliveries and current RFI logs. I ensured our superintendents had the necessary resources and conducted regular project visits to assess efficiency, scheduling, and punch list walks. In addition to my PE role, I was trained as the payroll backup for the payroll administrator. At times I was doing payroll and my role as a project engineer in the same day.

Project Manager N8 Excavation — October 2020 to December 2020

As a Project Manager at N8 Excavation, my responsibilities included monthly billing creation, payment confirmation for change orders, and addressing customer inquiries about change order work. I regularly visited job sites to assess team morale and progress, managed the procurement of necessary supplies, and reviewed cost reports with the operations manager.

EDUCATION

- Clackamas Community College – Graduated 2023 with an Associate Degree in Project Management and Certificates for Human Resources.
- Sandy High School – Graduated June 2018.
- CPR/First Aid certified.
- OSHA 30 certified.

SKILLS

- Proficient in computer skills, including advertising, marketing, social media advertising, paperwork filing, and clerical duties.
- Experienced in inventory management and working independently.
- Previously worked on large, concurrent projects overseen by multiple project managers with varying schedules and scopes of work.
- Skilled in prioritizing tasks by urgency and handling multiple directions effectively.
- Fluent with software tools such as Microsoft office suite, Bluebeam, Procore, BIM360, Inspyru, and Oracle based software.

REFERENCES

1. Todd Coffman ~ Senior Project Manager, Rosendin Electric
 - Phone: 971-762-7925
2. Darren Thornton ~ Site Manager, Rosendin Electric
 - Phone: 541-233-3523
3. Billy Stimpson ~ President, Brix Paving Northwest
 - Phone: 503-805-1270