

Objective

An administrative position utilizing expertise in the records management. Also open to other new experiences and very excited for new opportunities.

Experience

Oregon Bridge Delivery Partners/ Fluor, Salem, OR 2005 to Present
Information Records Specialist III

Managing the EDMS system to ensure that procedures are followed and to insure that documents are placed into EDMS properly and within an appropriate time frame. Provide on-going support to all EDMS users when they need assistance. Manage incoming mail efficiently to ensure that documents get to the proper owner in time to meet deadlines. Communicates with all levels of management and employees within OBDP to ensure that their specific needs are met. Responsible for scanning documents into PDF format for placement into EDMS.

- *Processing incoming mail according to Incoming Mail Procedure
- *Manage outgoing mail according to Outgoing Mail Procedure
- *Process incoming faxes that pertain to the project here at OBDP according to Incoming Mail/Fax Procedure
- *Processes As Constructed Plans.
- *Train internal and external EDMS Users and provide on-going support
- *Provides EDMS Access for new and current users.
- *Assists A&E Firms in getting access to certain documents according to the approval of their OBDP Contact and Management.
- *Responsible for uploading the Notice to Proceed, WOC, WOC Amendments, Design WOC, Design WOC Amendments and Potential Deviation Notices documents and corresponding emails.
- *Assisting in Design Build Closeout.
- *Responsible for scanning, uploading Change Management Requests, then sending out the links to the BOC distribution list monthly.
- *Responsible for sending out the email notification when the BOT Progress Report is updated to the BOT Distribution list.
- *Scans Contracts/Modifications for Procurement.
- *Works closely with Finance and Procurement and Contracts to ensure the workflow for Subcontractor Invoices gets processed in a timely manner.
- *Edits the Naming Convention Document for EDMS Users.
- *Responsible for Processing and Keeping record of Document Deletes and Voids from EDMS.
- *Responsible for getting approval from upper management and then distributing any ALL OBDP emails.
- *Facilitate communications between EDMS Users.
- *Audit EDMS to ensure compliance with document naming conventions.
- *Scans and uploads documents to EDMS.
- *Provide technical and administrative support in a team environment.
- *Set up and maintain project files.
- *Creates templates to meet user needs for EDMS.
- *Order, log and assign manuals in a document control environment.
- *Uploads the Toolbox topic to the intranet and sends out the notification emails.
- *Scanning incoming submittals for engineering use
- *Create new procedures as needed

*Supports, interacts and provides tools for other departments within the organization using the Microsoft Office suite of products (MS Word, Excel, Outlook)

*Works closely with manager and team handling any and all project administrative responsibilities that are assigned

*Network with other project support staff in order to strengthen relationships

*Provide help to users that are having issues not only with P8, but I assist them in Excel, Word and Publisher.

*Review Final As Constructed Structural Design Calculations for Submittal to the Client

*Other duties as assigned

Residence Inn Marriott, Portland, OR 2003 to 2005

Front Desk Associate

Answering multiple phone lines, faxing, coping, filing, data entry, helping guests with a various number of tasks, driving guests to various locations and customer service. Also made a lot of decision making when management wasn't available.

Lowe's Home Improvement, Woodvillage, OR 2003 to 2003

Sales Associate

Answering multiple phone lines, data entry, cashiering, customer service desk, return desk, stocking and pricing.

Olive Garden, Clackamas, OR 2002 to 2003

Waitress

Taking dinner and drink orders, customer service, food preparation, and answering takeout calls.

Personal References

Available upon request

Education

Estacada High School, Estacada, OR 2000
High School Diploma

Mt.Hood Community College, Gresham, OR
68 Credits earned

Volunteer

OBDP TSO, Salem, OR 2006 to September 2009

Chair

Organize employee events, community service projects, oversee member's activity.

OBDP Safety Committee, Salem, OR 2008 to Present

Member

Take Meeting Minutes; organize safety awareness projects/events.