

CONSTRUCTION ADMINISTRATIVE ASSISTANT RESUME

Objective:

Seeking a position as Construction Administrative Assistant where extensive experience and superior organization skills will be fully utilized.

Summary of Skills:

- Certified Construction Administrative assistant with experience in administrative duties
 - Operational knowledge and ability to respond to stressful situations and vendors in a professional, courteous manner
 - Strongly self-motivated, well organized and detail oriented attitude
 - Good ability to effectively prioritize assignments to deadlines
 - Amazing ability to work well alone or with a team
 - Excellent organizational skills with strong attention to details
 - In-depth knowledge of MS Office including Word and Outlook
 - Ability to handle phone calls, email and fax
 - Ability to accurately measure distances, using tapes and other measuring devices
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Work Experience:

Construction Administrative Assistant, August 2005 to till date
Terracon, Fort Worth, TX

- Tracked cost and ensured all conditions of the contract were met.
- Assisted in attending pre-bid meetings or conference calls when requested by Principles and Project Managers.
- Assisted the Controller during the month end and year end closing procedures.
- Coordinated with Project Managers on billing confirmations.
- Maintained Lien waiver and verified subcontractor insurance.
- Assisted in performing Job cost analysis and reporting.
- Handled confidential information.

Construction Administrative Assistant, May 2000 to July 2005
Oldcastle, Fort Worth, TX

- Assisted in setting up new contracts, subcontracts and purchase orders.
 - Performed project setup and maintenance in Viewpoint.
 - Assisted in performing typing for construction staff such as correspondence, project subcontracts, etc.
 - Performed contract invoices (AIA Form) and job billing.
 - Setup and maintained project field offices.
 - Managed the construction project contracts and related documents.
 - Maintained project budgets and timelines.
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Education:

Associate Degree in Construction Management , Monroe County Community College, Monroe, MI

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