

**PROFESSIONAL EXPERIENCE:**

**GVC CONSTRUCTION & ENGINEERING, INC., Leominster, MA** **2000-Present**  
 Manage all 8(a) and non/8(a) Contracts, Control Sub-contractors, AIA billing, Organize submittals, Lien Wavers, Bonds, and Certified Payroll, Track job costing. Maintain A/R, Payroll, Financials, (month-end, year-end, audits) Insurance (W/C, GL, Autos, renewals, claims, negotiations of premiums) General Bookkeeping and Banking. Implemented OSHA Compliance and submit yearly filing. Verify weekly Time Sheets and Daily logs in office, and field work. Maintain continuous customer relations.

**AMERICAN SCREW & BARREL, INC. Gardner, MA** **1997 – 2000**  
Office Manager – Managed secretarial staff to process billing material efficiently. Processed Accounts Receivable, Accounts Payable and payroll. Arranged trade show presentations for product display. Maintained continuous customer relations. Organized presentations and literature for products. Set up appointments for client meetings.

**R.A.D JONES ARCHITECTS, INC., Rockland MA** **1997 – 1997**  
Job Captain – Reviewed shop drawings for construction of St. John's The Evangelist Church, Fall River, MA. Maintained accurate logs of all correspondence between Electrical and Structural disciplines. Digitized all existing floor plans of church drawings (St. George, St. Peter & Paul, Holy Cross, Fall River Diocese, Chancery's Office). Interacted with project Architects, Priests and Deacons to organize architectural plans. Laid out architectural landscape designs for Joyal Building, Plymouth, MA. Parking lots. Detailed plans for related projects.

**KEYES ASSOCIATES, Waltham, MA** **1995 - 1997**  
 Architectural Designer/Draftsperson  
Architectural: Developed site, plot plans, floor plans, elevations, foundation plans, sections & details.  
Structural: Developed steel framing plans, concrete framing and details.

Chenery Middle School, Belmont, MA

- \* Elevations/New and Existing
- \* Rendering Elevations
- \* Floor Plan
- \* Sections
- \* Details
- \* Foundation Plans

Barnstable High School, Hyannis, MA

- \* Elevations/New and Existing
- \* Rendering Elevations
- \* Floor Plan
- \* Sections/Details
- \* Concrete Framing Plans
- \* Parking Lots/Planting Plans

Taunton Elementary School, Taunton, MA

- \* Rendering
- \* Planting Plans

Polaroid, Waltham, MA

- \* Details and Sections
- \* Concrete Framing Plans

**AMERICAN SCREW & BARREL., Gardner, MA** **1988 - 1995**  
Mechanical: Developed geometric tolerances, working drawings, fasteners, welding, Developments, gears, pistons, machine parts  
Office Manager – Managed secretarial staff to process billing materials efficiently. Processed Accounts Receivable, Accounts Payable and payroll. Arranged trade show presentations for product display. Maintained continuous consumer relations. Organized presentations and literature for products. Set up appointments for client meetings.

**SKILLS:**

Computer Experiences: AutoCAD, Data-CAD, Microsoft Word, Windows NT, XP MSOffice, Microsoft Excel, QuickBooks Contractors Edition 2004, MSDOS, Board Drafting.

**EDUCATION:**

CLARK UNIVERSITY, Cambridge, MA  
MCSE Certification

BOSTON ARCHITECTURAL CENTER, Boston, MA  
Architectural/Interior Design

ITT TECHNICAL INSTITUTE, Framingham, MA  
Associate in Specialized Technology – Computer Aided Drafting Technology

**AFFILIATIONS:**

Boston Architectural Center – Atelier  
OSHA 10 hour Training  
RED CROSS First Aid/ CPR/AED Training

References Available Upon Request