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OBJECTIVE: To obtain a full time position that is both challenging and rewarding with a growth oriented company.

QUALIFICATIONS

Good communication skills and the ability to work effectively with the public and fellow employees while maintaining the utmost confidentiality in all business related matters. Capable of making valid and sound business decisions, prioritizing and juggling multiple tasks at all times. Self-starter, quick study, take charge attitude, pro-active, and detail oriented. Adept at supervising others and working with no supervision. Familiar with various database and accounting software systems such as FoxPro, SBT, Oracle, QuickBooks, MHSA, Trueline, AS400, IRIS, Solomon, Data Pro, CPS, Timberline, and Fed Ex shipping program. Working knowledge of Word, Excel, Adobe and Lotus based software. Conversant in Contract Administration. Knowledgeable in AIA forms, Schedule of Values, progress billings, and job costing. Familiar with Chart of Accounts and Chart of Accounts invoice coding. Able to prepare data, reports, and correspondence. Familiar with crystal reports. Exercise control of issuing and maintaining records and logs. Update and maintain planning board. Coordinate and schedule work. Basic blueprint knowledge. Notary Public. SENSE OF HUMOR!

EDUCATION

Graduated Cypress Lake High School, Ft Myers, FL.
Over the years since graduation, I have attended several career development courses in secretarial and management fields to include corporate and educational workshop seminars. Certified in Accounts Payable Fundamentals. Currently pursuing Certificate in Purchasing/Procurement Management with a minor in Contract Administration.

EMPLOYMENT

10/2006 - 12/2008 Contracts Administrator, Service Painting of Florida (Corporate)

Responsible for reviewing and processing of contracts, change orders, release of liens, warranties, NTO's, etc. Request, verify, track and maintain insurance certificates for each project. Enter project budget; including labor hours, material, etc., into accounting software. Create & maintain monthly re-cap spreadsheet for all PM's and projects. Peruse as necessary, AIA payment applications, Schedule of Values, etc. for monies due. Request, track and process P&P bonds, pre-qualification letters, and bid bonds. Closeout documents. Update bond rates and percentages as applicable. Prepare bid documents, proposals, etc. Update jobs and billing lists. Create & maintain job files. All other tasks as necessity dictated. **Accounts Receivable**, Responsible for collections and data management; to include auditing of project files. **Accounts Payable**, Responsible for tracking, verification, input, and payment of all invoices, expense reports, etc. Monthly reconciliation of vendor statements. Keep and track all DPO records. Responsible for lower tier lien releases. Responsible for obtaining and maintaining subcontractor insurance and W-9's. Preparation of year end 1099's.

05/2005 - 9/2006 **Administrative Assistant, Quality Assurance, RJE Telecom, LLC. (Corporate)**

Responsible for providing and managing technicians and subcontractors as set forth in client contract. Establish and maintain professional relationship with clients. Handle all necessary new hire paperwork for said technicians. Complete performance action forms, as well as separation forms, with accurate project information. Provide, track and calculate weekly and daily timesheets. Calculate pay packages based on bids. Create, maintain and forward weekly payroll log. Responsible for tracking and issuing pay advances, relocation reimbursements, and any equipment. Track P & L. Instrumental in overseeing and implementing a new computer data tracking system for the company, which encompassed travel to field offices for research, data to be imported and exported, creation of new dailies, writing processes, training, temp. supervisor, etc. Assist QA Director as necessary.

10/2003 - 3/2005 **Project Administrator, Centex Construction, LLC.**

Assist in coordination of project startup and final project closeout. Administration of Subcontracts, Owner's Contracts, Bonds and Insurance. Coordinate and perform all monthly project accounting closeout functions (miscellaneous accounts payable, Subcontractor Pay Requisitions, obtain lien releases, maintain and update Release of Lien Schedule and Notice to Owner log, reconcile PFR costs, update PFR projections, prepare Cost and Budget Transfers, assist in Owner's billings). Process payroll when necessary. Perform project administration duties, promote customer relations and participate in personal professional development. Train and mentor other accountants as needed.

3/2003 - 7/2003 **Office Manager, Psychotherapeutic Services (Temporary position)**

Responsible for the operation and supervision of all office systems and office operations within the program. Established, maintained and coordinated client chart activities, as well as all administrative tasks. Assisted Program Manager in the daily operations of the program. Interacted with mental health clients, both in person and by phone. Maintained and distributed client funds and petty cash. Client bank account and team credit card reconciliation. Tracked and submitted payroll hours and expense reports. Prepared financial reports for submission for reimbursement by the state.

2/1999 - 12/2002 **Subcontractor Administrator, MasTec North America, Inc. (Corporate)**

Analyzed customer contracts for transfer of specific requirements to subcontractor agreements. Sent out agreements for appropriate project. Obtained and kept current accurate insurance certificates for all Broadband Subcontractors. Communicated with field offices and insurance agents. Handled all subcontractor issues and inquiries including pay schedule, rates, money on hold, accelerated pay, etc. Assigned subcontractor numbers, set up and maintained database and accounting software. Balanced subcontractor invoices and resolved discrepancies. Calculated and maintained retention. Performed all other tasks as judgment or necessity dictated. (Temp. Supervisor, employee payroll reports, time sheets, accuracy of work orders, etc.)

* Prior years' work history in construction and hospitality related fields.