

LIAM ANDERSON

Construction Secretary

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PROFESSIONAL SUMMARY

Dedicated Construction Secretary with 7 years of experience in optimizing administrative processes for successful construction project management. Proficient in document control, stakeholder communication, and regulatory compliance, I consistently enhance operational workflows to support project goals. My strong organizational skills and attention to detail ensure that all documentation is accurate and timely, contributing to the overall efficiency of project execution.

WORK EXPERIENCE

Construction Secretary 📅 Jan / 2021-Ongoing
WidgetWorks Inc. 📍 Denver, CO

1. Supported three managers by managing multiple assignments and meeting tight deadlines effectively.
2. Handled correspondence with vendors and contractors via phone, email, and fax, ensuring clear communication.
3. Utilized Excel to prepare quarterly and monthly reports, including Vendor Allocation Reports and AIA039s.
4. Provided administrative support to the Director of Construction and another manager as needed.
5. Issued purchase orders for construction materials, maintaining accurate records.
6. Managed incoming calls, providing information or routing calls to appropriate personnel.
7. Maintained organized filing systems for project documentation, enhancing accessibility.

Construction Secretary 📅 Jan / 2018-Jan / 2021
Crescent Moon Design 📍 Portland, OR

1. Designed and implemented a computerized purchase order system to streamline procurement processes.
2. Managed all purchasing and receiving of materials for construction projects, ensuring alignment with budget projections.
3. Oversaw payroll processes for 75 construction employees, ensuring accurate and timely payments.
4. Prepared labor billing invoices and analyzed job cost reports for accuracy and efficiency.
5. Coordinated meeting notes and agendas, ensuring effective communication among all parties involved.

EDUCATION

Associate of Applied Science in Business Administration 📅 Jan / 2015 - Jan / 2018
City College 📍 Denver, CO

Focused on management and organizational skills relevant to administrative support roles.



SKILLS

- Microsoft Office Suite
● ● ● ● ● ● ● ● ● ●
- Document Scanning and Management
● ● ● ● ● ● ● ● ● ●
- Communication Coordination
● ● ● ● ● ● ● ● ● ●
- Document Control and Compliance
● ● ● ● ● ● ● ● ● ●
- Scheduling and Time Management
● ● ● ● ● ● ● ● ● ●

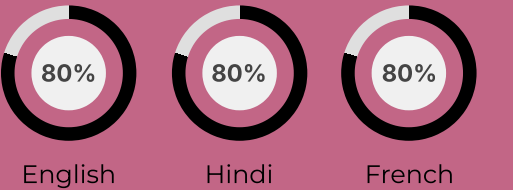
INTERESTS

- 🍺 Home Brewing 🦋 Wildlife Conservation
🏃 Running 🗣️ Public Speaking

STRENGTHS

- 👍 Willingness 📖 Wisdom
🔥 Zeal 💡 Ingenuity

LANGUAGES



ACHIEVEMENTS

- 🌟 Streamlined document retrieval procedures, reducing project delays by 20%.
- 🌟 Implemented a new filing system that improved document access speed by 30%.