



Experience

ASSOCIATE - DIRECTOR OF OFFICE OPERATIONS

Amento Group, Seattle, WA / 2005-Present

CONTRACT ADMINISTRATOR

- Prepare and analyze all contracts with clients, contractors and vendors. Collaborate with construction managers, attorneys, and clients on contract details. Draft and revise contracts as updates become available.
- Develop and maintain digital and paper system of contracts, other documentation and records.
- Monitor all contract deadlines and conditions to ensure timelines are kept and all relevant payments or information has been met.

PROJECT ASSISTANT

- Assist Construction Managers with construction management project tracking, contract administration, and other project-related tasks as required.
- Adhere to data collection and management procedures to prepare, collect, record and input data. Research and compile data as requested.
- Manage project set up of new clients and support file maintenance.
- Assist project construction managers with organizing, preparing and maintaining project data and files.

OFFICE MANAGER

- Manage all areas of office operations including financial/bookkeeping, human resources, payroll, information technology, travel, and meeting support.
- Maintain office services by organizing office operations and procedures; prepare payroll; control correspondence; design filing systems; review and approve supply requisitions; assign and monitor clerical functions.
- Provide historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records.
- Maintain office efficiency by planning and implementing office systems, layouts, and equipment procurement.
- Design and implement office policies by establishing standards and procedures; measuring results against standards; and making necessary adjustments. Achieve financial objectives by preparing an annual budget and monitoring cash flow; scheduling expenditures; analyzing variances; and initiating corrective actions.

HUMAN RESOURCE DIRECTOR

- Develop organization strategies by identifying and researching human resources issues; contribute information, analysis, and recommendations to organization strategic thinking and direction; and establish human resources objectives in line with organizational objectives.

- Implement human resource strategies by establishing department accountabilities, including staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, employee relations and retention, AA/EEO compliance, and labor relations.
- Develop human resources operations financial strategies by estimating, forecasting, and anticipating requirements, trends, and variances; aligning monetary resources; developing action plans; measuring and analyzing results; and minimizing the impact of variances.
- Guide management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines; communicating and enforcing organization values.

TEAM LEAD, GUEST EXPERIENCE

Seattle Mariners, Seattle, WA / 2014-Present

- Model and teach Team Member roles while holding all Team Members accountable for delivering the Mariners Way to guests and to each other.
- Serve as a backup to Team Captain. Assist in the preparation of game day deployments and properly document all changes. Assist with conducting Team Member briefings.
- Assist Team Captains and individual team members with immediate guest concerns. Solve issues quickly to ensure positive fan experiences are maintained.

ASSISTANT MANAGER

First & Goal, Inc., Seattle, WA / 2002-2013

- Responsible for game day teams during full bowl events; event staff for flat shows and WAMU Theater, as scheduled. Assist Team Captains and individual team members with immediate guest concerns.

Certifications

INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE ASSISTANTS

WA/AK Division, Seattle Chapter

- Certified Professional Secretary, 1989

Professional Affiliations

BUILDING OWNERS AND MANAGERS ASSOCIATION (BOMA)

Seattle & King County

- Industry Partner, 2016-Present

MASTER BUILDERS ASSOCIATION (MBA)

King & Snohomish County

- Associate Member, 2014-Present

COMMUNITY ASSOCIATION INSTITUTE (WSCAI)

Washington State Chapter

- Social Committee, 2007-2012
- Business Partner, 2006-Present