

Laura M. Perri

585-647-9350 ▪ laura@loewkebrill.com

Education

- Gates Chili High School, Business Major, Rochester, NY
- Boces II (We Mo Co), Data Entry, Word Processing, Spencerport, NY
- Bryant & Stratton NYS Property & Casualty Insurance Broker Henrietta, NY
- Notary Public Monroe County, New York

Training

- ACT Admin training, Dave Worrall June 2012
- Microsoft Excel Training, Fred Pryor Oct 2012
- Website Training, Art Wheat, Site Steward, April 2012
- USACE QCS Training, USACE December 2013
- Submittal Exchange, OGS, December 2014
- LEED (Leadership in Energy and Environmental Design) Training 2013

Loewke-Brill Consulting Group

August 2011-Present

Project Administrator/Accounts Manager

Project Administrator

- Accounting and administrative support to consultants
- Timely processing of payments, progress billings, and maintaining certified payroll
- Monitor project budgets
- Oversee and perform administrative functions
- Utilize Microsoft Excel and/or other query tools to extract, organize, analyze, and report data
- Implement and enforce communication protocols and matrices for distribution of project documentation
- Maintain manual and electronic filing system
- Coordinate all project turnover and close-out activities including government as well as private contracts
 - obtaining O&M, warranties, and other pertinent information regarding closeout.
- Trained in the USACE (United States Army Core of Engineers) QCS System
- Trained in using submittal exchange for the exchanging, reviewing and archiving of construction documents as needed for closeout
- Trained to process required documents on the LEED (Leadership in Energy and Environmental Design) projects.

Laura's resume con't

- Coordinate all aspects of contracts including security clearance and required contract documentation
- Manage accurate legal files for all construction projects
- Maintain updated Payables and tracking history for bond claims
 - Investigate and recommend claims for release of payments
 - Prepare proper releases/ratification agreements
 - Obtain executed releases, update proper paperwork for tracking purposes.

Accounts Manager

- Maintain the business general ledgers and bank accounts for four operating entities to include its employees and contractors.
- Financial analysis, cash flow, accounting and budgets,
- Oversee of insurance, banking, real estate, health insurance, payroll accounts receivable, accounts payable and tax issues.

Ronco Communications-

June-2000-June 2011

Dispatch Coordinator

- Supervised and coordinated activities of field technician within assigned work groups.
- Handled incoming service calls
- Input data to compile work volume
- Monitored, scheduled and dispatched service tickets to expedite workflow
- Coordinated scheduling of new phone installations and cutovers
- Handled all overtime entries, vacation requests and approvals, technician expenses as well as education and training requests.
- Determine work procedures and generated SOP's (standard operating procedures)
- Prepared daily work scheduling for field personnel
- Ordering material and supplies
- Performed customer satisfaction surveys
- Recommended corrective services to adjust customer complaints.