



Laura M. Perri

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Loewke-Brill Consulting Group

August 2011-Present

Project Administrator/Accounts Manager/Office 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 USACE (United States Army Core of Engineers) QCS System
- Trained in using submittal exchange for 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.
- 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.

Education & Training/Certifications

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
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