

Dolores Gutierrez
128 Vista Road, San Antonio, Texas 78210
210-251-4525 Home

Objective: Seeking responsible position with a stable organization that will utilize my secretarial and administrative skills.

Work Experience:

Mar. 04 to Jan. 09

San Antonio Independent School District, San Antonio, Texas
Bond Clerk

- Work closely with architect of record for individual projects in order to assist with producing specifications. Responsible for reviewing and editing all construction project specifications received from architect. Return to architect for corrections & finalizations.
- Work closely with Materials Management Department in order to obtain bid opening & pre-proposal meeting dates & times as well as advertising dates. Verify with AGC plan room listings of bid openings I order not to schedule SAISD project with others.
- Forward final plans & specifications for printing. These are distributed by Materials Management as well as any addenda.
- Prepare pre-proposal meeting agenda, sign-in log & bid tabs for openings.
- Prepare recommendation letter for the Board Meeting using contractor proposal form & all required memos/attachments for meeting.
- Upon Board approval, produce contract using licensed AIA software. Schedule pre-construction meeting, prepare forms required and Notice to Proceed.
- Forward contracts to Superintendent for final signature. Once returned distribute to contractor and architect.
- Track Change Orders and Construction Change Directives.
- Distribute Certificates of Substantial Completion and Warranty Work Request forms.
- Relieve at front receptionist desk, answer phones, sort faxes and mail, use of copier which included scanner, binding machine & assist with projects as assigned.

Feb. 03 to Mar. 04

San Antonio Water System, San Antonio, Texas

Administrative Assistant for Manager of Contract Administration

- Responsible for assisting Manager with various duties as he assigned, tracking of his calendar & scheduling of appointments & meetings with various departments within the SAWS & outside organizations.
- Assist other staff with the distribution of Change Orders and contractor and professional services payment. Distribute mail.
- Distribute plans/specifications and Request for Proposals. Receive contractor bids and RFP submittals, prepare bid tabs & issue addenda.
- Ordering of office supplies, assist with department budget, maintain office equipment, filing, copying, faxing, create/type memos and correspondence, various other duties as needed & answer phones.

Jan. 99 to Feb. 03

San Antonio Housing Authority, San Antonio, Texas

Senior Administrative Secretary for Vice President of Human Resources

- Log in all grievances, EEOC complaints, Personnel Requisition or Action Request forms, selection of employee packages, employee drug screen results.
- Review background/drug screening results & pull files for V.P.'s review if results were questionable/other than negative. Maintain sensitive personnel files for CEO, COO, Vice Presidents & staff.
- Responsible for coordinating memos & information for monthly Committee & Board meetings. Answer phones, filing, sort mail, payroll, maintain time & attendance, order office supplies, supervise mail clerk.

Senior Administrative Secretary for Vice President/Chief Financial Officer

- Responsible for Coordinating memos & packets for monthly Fiscal Operations Committee, Board and SAHA Credit Union Meetings. Transcribe minutes.
- Responsible for petty cash drawer by disbursing money, reconciling and replenishing drawer.
- Support A/R, A/P & Payroll Department Staff.
- Responsible for payroll, time & attendance, prepare & maintain personnel evaluations.
- Answer phones, filing, distribute mail & order office supplies.
- Responsible for 10 vehicle motor pool.

Administrative Secretary for Vice President of Architectural and Construction

- Responsible for monthly Committee & Board meetings, transcribe minutes.
- Prepare construction & A/E contracts, NTP's, specifications, payments, Change Orders, Unit Price Extensions, proposals, completion documents & maintain all construction project and A/E files.
- Support 13 staff which included in-house architects and field inspectors, 2 supervisors, supervise clerical staff & delegate assignments.
- Answer phones, payroll, time & attendance, filing, sort mail, order office supplies, annual evaluations, advertisements & maintain office equipment.

Education:

2000-2001
1985

San Antonio College
Highlands High School

H/R Assistant Certificate
Diploma

San Antonio, Texas
San Antonio, Texas