

EDWARD G. SIVEK
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Objective: To obtain employment that will utilize my management skills within
The construction industry in the administrative area.

Experience:

1971 - 2009 Zachry Industrial Inc. / Zachry Construction Corp.

I have many years of experience as an Area Business Manager and Business Manager for the past 37+ years with a major construction company. For the past couple of years I have been the Business Manager on a very large construction project at Calaveras Lake. I was also involved in the mentor and training process to several business and administrative managers at that site. My experience has taken me to several states to various construction locations. My responsibilities have been in the administrative functions of large constructions projects from financial reporting, budgets, employment, personnel, payroll, accounts payable, accounts receivable billings and various other administrative functions. My experiences has also taken me to some international construction projects in the Middle East and Caribbean (Trinidad and Tobago).

Area of Expertise: Management, Administration, Accounting, Accounts Payable,
Accounts Receivable, Billings, Payroll and Personnel

Education: St Marys University - 1966 - 1968
Graduated with a BBA in Personnel Management
San Antonio College - 1963 - 1965
Graduated with a AA Degree