

- Manager of Site Turnover – Enron Corporation – Portland, OR 1998 - 2001
 - Initial position: Operations Administrator, Structures. Responsible for engineering interface for 51 regeneration sites between Salt Lake City and Houston. Contractor solicitation and selection, contractor Scopes of Work and contractor compliance. Scheduling. Documentation and record-keeping. Approval of progress billings. Travel to sites.
 - Promoted to Manager of Site Turnover. Responsible for coordination between structure construction and acceptance by the Operations Department, located in Houston. 50% travel. Punchlist and contractor management for all construction corrections. Interface with local authorities. Project close-out.

Prior to 1998

- Managed administrative staff. Interacted with field superintendents. Ensured project compliance for prime contract requirements.
- Wrote all subcontracts for all projects for six states, on-shore and off-shore. Administered all insurance and bonding requirements. Managed all project cash flow reporting and progress billings. Wrote procedure and safety manuals. Hired, trained and supervised field office managers.
- Responsible for all subcontract financial reporting for 25-30 active projects with approximately 80% subcontract participation. Job cost reporting. Lien notification compliances. Bonding and insurance requirements for all subcontractors.
- Managed all field office activities on \$25 million hospital project including RFIs, submittals, design team correspondence, material purchase management, payroll, drawing updates, proposed and approved change order administration.

Professional Profiles

LinkedIn – Viv Weinkauff
Biznik – Viv Weinkauff or Buildwrite
Plaxo – Viv Weinkauff

Personal Interests

Food (recipe development, cooking, entertaining)

Freelance writing (currently columnist for two online magazines and professional writer for web content, marketing materials, editorials, seminar development, speeches, and manuals)

Travel – International and domestic