

Alba Abigail Garcia (Abby)

📍 Evans, CO | ✉️ abigail7149917@gmail.com | 📞 (619) 657-5355 | 🗣️ Bilingual: English & Spanish

Professional Summary

Strategic and bilingual executive administrator with extensive experience supporting executives and managing cross-functional operations across HR, finance, contracts, and logistics. Known for exceptional organization, proactive problem-solving, and leadership in coordinating payroll, onboarding, reporting, and system administration. Trusted liaison between executive leadership, field operations, and clients, ensuring seamless execution and alignment of business goals.

Skills & Tools

Software: IFS, QuickBooks, ADP, Buildertrend, Excel, Word, Outlook, Google Sheets, SharePoint, Adobe Acrobat, SAP, Gmail

Operations: Payroll, scheduling, invoicing, job costing, inventory management, accounts payable, receivable

HR: Hiring, onboarding, terminations, drug screening, disciplinary actions, Employee Relations

Reporting: Contracts, RNI, backlog, job costing, payroll, and financial analysis

Professional Experience

Bookkeeper Consultant | Level Design Build – Loveland, CO | September 2025 – Present

- Manage full-cycle accounting: A/P, A/R, payroll, and reconciliations
 - Maintain accurate ledgers and produce weekly/monthly financial reports
 - Track budgets, expenses, and job costs across multiple construction projects
 - Implement streamlined systems to improve invoicing and reporting efficiency
 - Support management with cost analysis and financial forecasting
-

Branch Administrator | Environmental Designs – Loveland, CO | August 2023 – September 2025

- Managed all aspects of hiring and onboarding, including job postings, interviews, and compliance documentation
 - Administered biweekly payroll and employee coding across multiple departments and field crews
 - Processed billing, credits, and AR aging, ensuring timely invoicing and reconciliation
 - Oversaw backlog tracking and assisted with the month-end close for financial accuracy.
 - Created and maintained service contracts; ensured client alignment and proper documentation
 - Generated and distributed operational reports (RNI, backlog, job costing, contract status)
 - Provided basic IT and systems support for branch and field staff
 - Acted as liaison between branch, corporate, and field operations
-

Executive Assistant | Fiber Care Baths – Adelanto, CA | 2021 – August 2023

- Supported ownership with scheduling, contracts, correspondence, and administrative management
 - Oversaw hiring, onboarding, and HR documentation in bilingual capacity
 - Managed ELD setup, truck tracking, and compliance across multiple states
 - Handled purchasing, AR credit approvals, and inventory for three manufacturing plants
 - Coordinated third-party contractors, customer escalations, and field support
 - Managed company-wide mobile devices and MDM systems
-

Vice President Administrator | Tormar Cleaning Services – Las Vegas, NV | 2018 – 2021

- Directed HR, payroll, and daily operations across multiple resort and casino accounts
 - Promoted from Office Manager after implementing efficient hiring and payroll systems
 - Managed recruitment, onboarding, and disciplinary processes for 600+ employees
 - Oversaw compliance documentation and introduced biometric time clock systems
-

Inventory Specialist Administrator | Electrom Instruments – Longmont, CO | 2015–2018

- Conducted cycle counts, managed purchase orders, and coordinated vendor relationships
 - Oversaw domestic and international shipping for finished goods and demo units
 - Processed raw part receipts and trade-ins for R&D and production
 - Produced inventory and cost analysis reports across departments
 - Managed product movement, cycle counts, and cost-per-unit tracking
-

Additional Information

References and documentation available upon request