

ANITA GUTIERREZ

Highly skilled professional with extensive experience in data management, database administration, business engineering, finance, and accounting. Analytical professional skilled in successfully navigating businesses both large and small through periods of accelerated growth. Collaborative communicator continually focused on building relationships and promoting synergy across business lines and global units to drive positive change, cohesive, comprehensive business approaches, and enhanced profitability. Currently seeking a position which will effectively utilize all acquired skills and abilities, bringing 10+ years of related experience as follows:

- ✓ Analysis Summaries
- ✓ Business Development
- ✓ Production Data Audits
- ✓ Capitalized Asset Projects
- ✓ Relationship Building
- ✓ Staff Training & Leadership
- ✓ Purchasing
- ✓ Project Management
- ✓ Problem Resolution

HIGHLIGHTED TECHNICAL SKILLS

ARIES, DIMS, WellBid, Power Tools, Peloton (Wellview), Merrick Systems, PVR, FDR, CIS, Visio Professional, ArcView 3.1, AutoCad 12, PETRA, GeoGraphix, IHS/PI Dwrights, TOBIN, Whitestar, Excalibur, Oracle, OGSYS, AS400, Horizon, SAGE, MFG Pro, Access, Excel, Microsoft Office Suites, Outlook, Lotus Notes, AFE Navigator, Heavy Jobs, AL Mobile, Field Time Console, Acconex, ProjectSite, Blue Beam, LCP Tracker, Raken

PROFESSIONAL EXPERIENCE

Blattner Energy, Quitman GA

Project Admin

1/2019 – 02/2021

- Collaborates with jobsite teams to review, screen, schedule, and participate in the interviewing and hiring of applicants, approximately 200-600 new hires and rehires
- Schedules and coordinates the onboarding and new hire orientation process for field hourly employees
- Oversee the new employee/rehire application process for jobsite and the submission of documentation to the corporate office
- Acts as liaison between jobsite and HR, Payroll and Accounting departments at the corporate office, regarding the handling employee confidential information
- Issue jobsite checks for layoff process
- Monitors employees time and adjust employee changes into timecard software on daily basis. Create reports for accuracy of all jobsite time utilizing AL Mobile
- Code invoices and approve for payment
- Manage the day to day functions within the jobsite office

Interface Communications Co., Boulder, CO

Project Admin

11/2018 - 01/2019

- Set-up new projects in accounting system: loading contract revenue and allocating project costs appropriately per cost code
- Update project cost/revenue in accounting system for project change orders
- Obtain copies of project contracts and reviews for insurance, bonding and permitting requirements
- Verify project tax-exempt status and obtains appropriate tax-exempt certification within the State of Colorado
- Prepares contract and additional paperwork requirements to be returned to customer
- Interact with vendors negotiating terms and conditions for project material staging
- Day-to-day purchasing, release, and documentation pf project materials
- Manage and document material returns with assistance of Project Manager and warehouse staff
- Assist Project Manager with creation of as-builts and final test documentation
- Creation of Operation and Maintenance Manual based on customer requirements
- Delivers the appropriate closing information to the customer in a timely manner
- Monthly project invoicing and collection of project funds

Blattner Energy (through Aerotek), Rockford MN

Project Admin

3/2018 – 09/2018

- Process daily employee and contractor payroll utilizing Heavy Jobs timecard system for 3 Jobsites
- Maintain office documentation systems and files for Operations, Risk Management and Quality
- Collecting personal employee information for newly hired and rehire/transfer employees and submitting confidential separation/transfer paperwork to Payroll
- Creates reports from Heavy Jobs and submits to Payroll and Management
- Go-to person for any miscellaneous field employee discrepancies regarding HR and Payroll
- Research and compile closeout documentation for QC and transfer data into BEI Books
- Analyze field completion data for discrepancies and submit recommendations and final documentation to SQC, BEI and Owners
- Assisting in the project closeout process for 3 Jobsites
- Provides administrative support to field personnel and acts liaison between Corporate Office and Jobsites

GP Joule (through Aerotek), Waconia MN

Project Admin

2/2018

- Responsible for documentation and reporting of site activities; gather information from site management
- Coordinate equipment drop off and pick up as well as other incoming deliveries
- Gather pictures from site to file for company in documentation
- Ensuring project milestones are being hit and working closely with sub-contractors on the project
- QC daily activities that are performed by sub-contractors
- Go-to person for any miscellaneous construction tasks needed at designated jobsite
- Communicate between construction manager, site leads and subcontractors with any activity discrepancies
- Assisting and enforcing safe workplace practices
- Manage and track documentation of daily QA/QC check lists

CoorsTek (through Aerotek), Golden CO

Project-based Contract, Purchasing and Sales Department

06/2016 – 9/2016

- Purchased materials, equipment, supplies, and services of a specialized or complex nature in accordance with prescribed purchasing regulations and procedures
- Reviewed bid proposals and negotiates purchase orders within budgetary limitations and scope of authority
- Reviewed and analyzes purchase requisitions, investigates, and develops sources of supplies, prepares bid specifications issues bid requests and reviews quotations
- Conferred with vendors to obtain product or service information, such as price, availability, and delivery schedule
- Prepared and issues purchase orders and/or change notices and confirms with the selected supplier the purchase order number, quantity, unit pricing, shipping terms, payment terms, due date at CoorsTek receiving dock
- Resolved any discrepancies between the invoice, purchase order, and receiving documents
- Processed customer orders including data entry, contract review, and distribution, ensuring that export compliance guidelines are met as established by Trade Compliance
- Determined if regulatory requirements are met by evaluating order to ensure export compliance guidelines are met as established by Trade Compliance

One Source Painting, Denver, CO

01/2012 – 6/2016

Project Manager/Owner - Seasonal

- Oversees and coordinates the planning and implementation of painting projects
- Develop and produce detailed project schedules meeting contractual obligations
- Review drawings, specifications and identify risk associated with the project
- Develop site and project logistics for both bid and awarded projects
- Monitor quality control programs per company policies
- Manage subcontracts and all costs outside of labor
- Monitor project productivity, all costs and safety consistent with company policies and practices
- Manage painting crew
- Manage projects including working with local developers and construction companies to meet their processes for delivering contractual obligations
- Manage HR functions, payroll and accounting for day-to-day office administration
- Develop and maintain customer relationships to enhance company's ability to procure projects, reduce risk, and ensure operational efficiency
- Purchase equipment for on-site projects

Escalera Resources, Denver, CO

01/2015 – 04/2015

Sr. Operations Technician - Contract

- Monitored the day-to-day operations for 150 wells
- Researched well files, production files, and accounting files to coordinate the well projects in conjunction within a budget
- Identify performance issues and problem solve constructive resolutions for wells
- Communicated the performance of wells to V.P. of Operations and field personnel when determining the overall project procedure
- Compiled overall well data to create a final analysis summary to project procedures
- Planned and scheduled the well projects
- Purchase field equipment for field office
- Approved and coded invoices and analyzed expense reports

Black Hills Energy, Denver, CO

07/2013 – 9/2013

Project-based Contract, Accounting Department

- Estimated six-month contract to eliminate a significant backlog of capitalized asset projects. As part of the accounting department team successfully completed project with an estimated closure of \$135M of capital assets. Strong attention to detail and efficiency developed strong satisfaction from managers and an early completion (done in three months).

EDUCATION

Regis University, Denver CO

Pursuing

Bachelor of Business Administration/Management 3rd year

Anticipated Graduation, December 2021