

BARB SANDOVAL

Brighton CO ♦ 720-217-2047 ♦ barb1424@hotmail.com

PROFILE

Dedicated professional seeking to utilize my knowledge and skills of 18+ years performing all office duties. Self-starter that is highly organized accomplishing excellent and timely outcomes.

SUMMARY OF QUALIFICATIONS

Office Manager AEC-West Consultants, Inc.

❖ Administration

• Plan Review Admin

- Customer document intake, logging and distribution of review documents to consultants, set deadlines.
- Follow-up as needed with consultants.
- Collect Plan Review documents from consultants, integrate comments/responses and return timely to customers.

• Inspections Admin

- Receive Inspections / Special Inspection reports from Inspectors and File reports.
- Track Building Inspection Report sign off's and closeout projects

• Insurance

- Annual Reviews of Insurance Policies
- Submit Annual Audits
- Request quotes and bind new insurance policies as needed

❖ Quickbooks Bookkeeping

- Create estimates
- Invoicing
- A/P, A/R, Collections, Monthly customer statements
- Reconcile bank and credit card statements
- Payroll processing
- Monthly, Weekly, Quarterly and Yearly processing of Payroll reporting and taxes
- Work closely with outside Accountant for annual tax returns

Office Manager/Human Resources Greenways Landscape Services, LLC

❖ Administration

- Performed Human Resource duties for 49 employees including disciplinary action, unemployment claims or disputes, worker's comp claims, and E-verify processing
- Maintained employee files with integrity and confidentiality and provided detailed payroll information, workers compensation and general liability insurance
- Processed workers compensation claims from first report of injury, handled all needed documentation, and worked to assist the claimant successfully return to work
- Monitored vehicle licensing for 25 company vehicle and secured proper insurance coverage
- Filed and processed W-2 & 1099 annually including collecting data and submitting proper documentation
- Created safety policies and procedures
- Purchased and monitored yearly supplies for a staff of 40 including safety equipment, hand tools, uniforms and office supplies

- Liaised with a company to monitor 35+ H2B Worker Visas, handled weekly documentation and posted jobs with the State of Colorado
- Contacted potential employees, verified information, collected additional data and reported to necessary agencies
- Licensed Notary Public
- ❖ ***Construction Account Management***
 - Created landscape maintenance and snow removal contracting for services with 40+ customers, listing services to be provided and length of contract period
 - New construction administration including setting up account, AIA progress draw request, and lien waivers
 - Central point of contact for all customers and vendors to handle inquiries, research issues and produce needed documentation
 - Performed basic IT duties including hardware setup, network connectivity and escalating issues to IT professionals
 - Collected and summarized data for insurance audits, bonding, payroll audits and income taxes
 - Obtained new construction permits by documenting location and quantity of installation for storm water, landscaping and sod installation
 - Provided detailed financial information for bonding as required for new construction
 - Contacted customers by phone or in person to collect on delinquent accounts and worked to secure payment in a timely manner
- ❖ ***Financial***
 - Processed weekly payroll for 40+ employees by collecting hours from software and transferring to QuickBooks to produce checks and monitor budget
 - Worked with accountant for year-end tax filings
 - Handled purchase orders for job materials to invoice appropriate accounts according to job contract
 - Monthly and annual payroll EFT tax reports, verified information and filed taxes within allotted time frame
 - Collected data for reporting and processing of Federal, State, Local, Social Security, and Sales Taxes
 - Reconciled credit card accounts for three companies and processed weekly deposits
 - Collections for AR to reduce bad debt and increase cash flow
- ❖ ***Property Management for H2B Employees***
 - Worked with Apartment property managers to secure housing for H2B employees
 - Located housing for H2B employees, handled leases, secured all furniture or household items and arranged monthly paycheck deductions to cover costs
 - Obtained housing deposits, inspected living quarters after the end of the contract and paid out remaining leasing deposits
 - Contracted with vendors for housing repairs.

EXPERIENCE

Office Manager/Administrator | AEC-West Consultants, Inc-Denver, CO | January 2019-Present

Office Manager | Greenways Landscape Services, LLC-Aurora, CO | June 2004-May 2018

EDUCATION

Diploma | John Mall High School | Walsenburg, CO

Certificate Program | Pueblo College of Business | Pueblo, CO