

Carey Kogl
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CAREY KOGL

PROFESSIONAL SUMMARY Highly motivated, dedicated and results oriented Office Manager/Project Coordinator with proven track record showing diverse office experience and quality performance, driven to succeed in all assigned tasks. Dependable, hardworking and energetic, highly organized with attention to detail, able to prioritize multiple tasks. Astute problem solver, investigate and solve customer problems. Strong interpersonal abilities, able to balance and understand needs of employees and clients in diverse work environments. Skilled in computer operations of: Microsoft Word, Excel and Quick books. Administrative professional offering excellent communication and computer skills. Meets deadlines and works with a high level of multicultural awareness and adaptability. **I have a complete home office set-up and can work remotely.**

- SKILLS**
- Types 55wpm
 - Filing and data archiving
 - Quickbooks Pro
 - Bookkeeping
 - Federal/State tax preparation
 - Customer relations
 - Expertise in invoice and payment transactions
 - Superior attention to detail
 - Works well under pressure
 - Accounting familiarity
 - Project Cost Tracking
 - Procurement
 - Exceptional Organization
 - Conference planning
 - Administrative support specialist
 - Expert timekeeping
 - Payroll specialist
 - Account reconciliation
 - Accounts payable specialist
 - Appointment setting
 - Document control
 - Material Coordinator
 - Inventory Control
 - Purchase Order Systems - SAP/View Point/Oracle
 - Project Coordinator

WORK HISTORY ADMINISTRATIVE ASSISTANT, Tolmar,- Windsor, CO

April 29, 2024- Current

- Answer main phone line & transfer to employee or dept.
- Manage building access, ensuring no-one comes in that does not have an appointment.
- Provide administrative support for the facility
- Manage conference room schedule, order meals or snacks for onsite meetings
- Manage and order office supplies & special request items from employees.
- Order & stock break rooms with paper products, coffee, tea & creamers.
- Receive deliveries at the front desk & let receiving know they are up front or take items back to receiving dept.
- Verify all items delivered & received before inputting invoices into Tolway
- Order uniforms for new employees & arrange transfer for those moving to other locations.

- Process document revisions and ensure all steps & processes are followed to completion.

FACILITIES COORDINATOR, Advanced Energy – Ft Collins, CO

As a Temp. 11/2020 – 4/29/2021 and Fulltime 4/30/2021 – 5/12/2023

- Provide administrative support for the N.A. Facilities, single point of contact for general employee requests and information along with managing the Facilities support request system. Conduct entrance protocol with all entering facility.
- Act as liaison for facilities project teams to help coordinate construction processes & funding for all North America & Mexicali remodel & expansion projects.
- Cost tracking for all of the construction & remodel projects for North America.
- Created spreadsheets for all projects, tracking vendor POs and cost tracking budgets & expenditures.
- Create/Enter in Capital Asset Requests & manage the CAM requests (CAPEX). Including tracking all CAMs to ensure approval is completed & POs are created.
- Create Facility & EH&S dept(s) purchase requisitions in SAP software for 13 locations for all vendor services & supplies. Send verified & approved invoices to A/P for payments against the PO's.
- Create spreadsheet to track facilities daily & monthly expenses with the PO#s.
- Assist in the administration of Facilities programs
- Manage contact information for all employees in the phone system & share point
- Help manage the Lease Management Program in CoStar with over 55 properties, keeping lease information up-to-date & rents paid in a timely manner.
- Create employee access cards & maintain the access data base & ensuring doors are locked in the data base when no one is present at the front desk.
- Work with HR to set up testing & Interviews of prospective employees
- Collect, sort & distribute incoming mail by dept.
- Help transition new & acquired companies into our SAP accounting software.
- Help with setting up new vendors in SAP

PROJECT ENGINEER/PROCUREMENT SPECIALIST, Cutting Edge Steel – Dacono, CO

11/2017 to 3/2020

- Work closely with the production team of 3-5 Project Managers and 2 Project Engineers to ensure all drawings & information is current in Fab Suite & Blue Beam for over 50 projects.
- Transmittal of drawings for client approvals, approval returns & fabrication.
- Put fabrication packages together with updated bill of material making corrections if necessary. Send packages to production manager for purchasing & fabrication.
- Document Control making sure current drawings & RFIs are filed in Blue Beam & Tekla, also ensuring purchase orders are filed in Fab Suite or Vista.
- Procurement of all materials for projects, getting quotes from vendors.
- Creating Purchase Orders for all material orders either in Fab Suite or Vista.
- Compare Invoices to Purchase Orders for accuracy prior to approving for payment.
- Prepare & send out PCOs for added and or changed scope items in Vista.

OFFICE MANAGER, ArmorLLC – Longmont, CO 05/2017 to 11/2017

- Oversee daily office operations for staff of 5 employees
- Verify Subcontractors Invoices for accuracy before preparing and distributing their payments
- Process timesheets & enter employee hours into quickbooks for payroll.
- Track all jobs with correct subcontractor & keep a running log up-to-date using Job Nimbus & MadSky software programs
- Issue Purchase Orders for all material orders & vendor invoices
- Process accounts receivable and accounts payable, working with vendors on material orders
- Perform accounts receivable duties including invoicing, researching chargebacks, discrepancies and reconciliation.
- Set up spreadsheet to track all Re-roofing projects to log Sales Rep Commissions & preparing & distributing payroll
- Answered phones taking care of customer concerns

PROJECT COORDINATOR, Blackeagle Energy Services – Berthoud, CO 10/2016 TO 5/2017

- Verify & file daily time reports for 6-20 crews in Bid 2 Win (Track) system.
- Manage/Record Cost Tracking for each work order on the job
- Prepare T & M weekly billing statements for each job & SO#
- Prepare weekly 3rd party invoices for each job & SO#
- Track Invoices status once uploaded into e-payables system through posted date.
- File all job-related reports (JSA, Equipment Inspections, Sign-in sheet, Daily planner, Job Pictures) in each job folder in the system.
- Issue Purchase Orders for all material purchased & equipment rentals.
- Issue Sub Contractor Order #'s for all subcontractors used.
- Gather all information for setting up a new job.

FIELD OFFICE MANAGER/TIMEKEEPER/MATERIAL COORDINATOR/INVENTORY SPECIALIST Western Refractory Construction – Longmont, CO 12/2013 to 5/2016

- Track daily time using Cost Pointe gate log system for up to 250 employees & enter hours with each project code into a spreadsheet for corporate payroll.
- Human resources processing all new-hire paperwork & maintaining employee files with current up to date information.
- Distribute payroll for staff.
- Manage/Record Cost Tracking for each work order on the job.
- Oversee inventory of material and office supply purchases
- Oversee the requisition & purchasing of job materials & supplies.
- Track where material is used per unit/area/floor etc.
- Liaised with vendors to order and maintain inventory of job & office supplies.
- Receiving of materials comparing purchase orders with invoices & BOM's
- Assist in the recruiting process for manning up jobs, calling in various craftsmen and scheduling their necessary training.
- Put together job books/packets with detail of each step thru job completion & typed up daily job notes for the books.

EDUCATION **CENTRAL WYOMING COLLEGE, WYOMING**

Recipient of a basketball scholarship

CENTRAL HIGH SCHOOL, WYOMIING

Received diploma.