

Elizabeth A. Dolinger

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3/18-present

Triunity Engineering & Management, Inc.
Administrative Assistant

Administrative Assistant to RTD Capital Programs Eagle P3 Project. I support the Project Director along with the Eagle Team. My duties include but not limited to; schedule meetings to include reserving conference rooms and designated telecom lines. Take minutes on EagleP3 Team meetings that I arrange and schedule. Reserve fleet vehicles for employees and maintain fuel & maintenance logs. Initialize exiting & new Employees to include seating, badges, and software set up. Creating and updating files on Fast Tracks A, B, and G-lines. Tracking and documenting amendments and decisions towards the goal of Revenue Service Commencement Certificates (RSCC) on rail lines for the EP3 project thru the Colorado Public Utility Commissions (CPUC). Received course training for ADA accessibility, along with Acrobat DC and Acrobat DC Advanced.

9/16-5/17

Reed Group, LLC
Customer Service Specialist/Operation Support Specialist

Company underwent a restructuring which resulted in the elimination of my role.

Six week certified training course on Leave Management System software to learn how to manage client employees' absences. Guide lines on state laws, Short Term Disability, FMLA, and Workers Compensation also to include Military leaves. Answering incoming calls. Initiate new leave. Identify and expedite priority issues. Updating existing leaves and report reconciliation.

10/13-9/16

Moved from Wilmington, NC to Westminster, CO. Took various part-time retail positions in order to get acquainted with my surroundings and become familiar with my community. From there went onto seek full time work.

Can Do 4 You
Co-Proprietor

10/10-10/13

Property Management Company assisting in maintaining and closing out estates for New Hanover County, North Carolina. Responsibilities included inventory of all assets for auction. Maintaining properties including repairs. Scheduling walk thru with

inspectors. Worked directly with Home owners and the state Executor.

6/07-8/10

Harold K. Jordan & Co., Inc. Wilmington, NC
Office Administrative Assistant

Responsibilities included answering telephones, weekly vouchers, bi-monthly and monthly invoices from our subcontractors. Preparation of monthly pay requests. Reviewing and logging the weekly-certified payrolls for HUD projects. Scheduling requests for inspections, and requests for water & electrical meters. Maintained project files on all subcontractors and vendors. Prepared Sub-Contractor spreadsheets from proposals and schedules of values. Set up accounts and Purchase Orders with vendors and distributors. Time cards and weekly and monthly reimbursements.

11/05-2/07

Stevens Fine Homes, Wilmington, NC 28405
Purchasing Agent/Accounts Receivable

Timberline and Builder MT knowledgeable, Responsibilities included direct contact with suppliers/contractors for pricing and material for contracts and scheduling. Weekly invoicing, scheduling for suppliers, and maintaining spreadsheets. Scheduling requests for inspections, and requests for water & electrical meters. Maintained project files on all subcontractors and vendors. Responsible for updating all customer change requests. Set up accounts and Purchase Orders with vendors and distributors.

10/02-9/05

State Street Companies, Inc. Wilmington, NC 28405
Office Manager/Project Manager Assistant
The Village at Mayfaire, custom condominiums (208 units)

Responsibilities included weekly invoicing, scheduling for suppliers, and maintaining spreadsheets. Scheduling requests for inspections, and requests for water & electrical meters. Maintained project files on all subcontractors and vendors. Direct contact with owners for warranty issues. Responsible for updating all customer change requests. Overseeing all utility hookups and disconnects, Set up accounts and Purchase Orders with vendors and distributors. Time sheets and weekly and monthly reimbursements. Managed

temporary labor force. Ordering and tracking all project equipment. Working with HOA directly. Direct contact with corporate payables and controller

11/01-8/02

M&N Equipment Rentals, Inc. Wilmington, NC 28402
Account Specialist

Worked closely with the controller and Accounts payable. Duties include working on AS400 which involves running Vendor 1099 updates, payable notes, and loans. Responsible for assisting Credit Manager in collections, including employee reimbursements. Handled weekly payables, vendor maintenance, and employee communication devices, balancing check books and making daily deposits. Responsible for seven locations which included manual check writing, payments due and Vendor set up. Also handled various duties as they were assigned.

7/97 – 8/01

Harold K. Jordan & Co., Inc. Wilmington, NC
Office Manager/Project Manager Assistant
Still Meadow Village Apts. (180 units & Clubhouse)

Harold K. Jordan & Co., Inc. Charlotte, NC
Office Manager/Project Manager Assistant
Wendover Heights Condominium Homes (41 custom built units)
Responsibilities included answering telephones, weekly vouchers, bi-monthly and monthly invoices from our subcontractors. Preparation of monthly pay requests. Reviewing and logging the weekly-certified payrolls for HUD projects. Scheduling requests for inspections, and requests for water & electrical meters. Maintained project files on all subcontractors and vendors. Prepared Sub-Contractor spreadsheets from proposals and schedules of values. Set up accounts and Purchase Orders with vendors and distributors. Time cards and weekly and monthly reimbursements.

ATTRIBUTES: I am extremely dependable, trustworthy, and loyal. I am able to set and meet goals working independently or as part of a team. Very detailed oriented and able to multitask. I thrive in a fast paced environment. I am very knowledgeable in Microsoft Word, Office, Excel, and Adobe Acrobat.

REFERENCES: Available upon request

