

**R. Joanelle Lucero**  
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**Summary:**

Experience in a variety of administrative background settings including construction, aerospace, contracts, telecommunications, sales and marketing, and medical. Excel in computer skills and customer relations with a focus on detail and relationship development. Very creative in producing workable solutions. Self-starter with eagerness and dependability.

**Specific Experience:**

**4/2021 – Was laid off due to Covid 19; Received Unemployment for six months.**

**Project Administrator**  
**09/2018 / 04/2021**  
**HDR, Inc.**

Contracted with Tri-State Generations.

Was responsible for cleaning up old drawings in Auto Cad; replaced old drawing in Meridian with new clean drawings; printed and filed new drawings. Kept several logs with drawing information. Worked 30 hours per week.

**09/2016 – Laid off from Fluor/Denver Transit Partners**

The Project was completed and I was laid off.  
I received my compensation and Unemployment

**04/2017-10/2017**

**Chick-Fil-A**

Customer service. Ran the cash register up front taking customer orders and filling their drinks. Cleaned up after customers as necessary.  
Ran my sales from register at end of each shift.

**Executive Administrative Assistant**

**10/2009 – 09/2016**

**Fluor - Denver Transit Partners (DTP) – RTD/Eagle P-3 Project**

Denver, CO

DTP, the Regional Transportation District (RTD) selected concessionaire for the Eagle P3 Project, is comprised of a partnership between Fluor Enterprises, Inc. (a unit of Fluor Corp.); Denver Rail (Eagle) Holdings, Inc. Other team members include: Balfour Beatty Rail Inc., ACI, Ames Construction and HDR.

**07/2010 – 9/2/2016**

R. Joanelle Lucero (Continued)

- Assistant to Project Director, Integration Manager, Prime Contract Manager and Business Services Manager
  - Coordinated and setup meetings
  - Updated calendars on a daily basis
  - Arranged Travel (Airfare/Hotel/Car) via Concur
  - Created expense reports via ESS (Internal System)
  - Ordered business cards
- Monthly Board Meeting
  - Set up meetings in calendar and send notification to Board Members
  - Printed and created Board presentations in 3-ring binders
    - Updated information as necessary via Power Point
  - Ordered and set up catering
- Bi-Weekly Issues Management Meeting
  - Recorded and typed minutes
  - Distributed for review/approval
  - Registered and sent out via Aconex
- Memorandum of Relief (MoR)
  - Retrieved and print all MoRs from Aconex
  - Distributed for signature
  - Created files when fully executed
- ESS – Travel Expense Report
  - Prepared expense reports as needed
- Scope Change Orders (SCOs)
  - Printed and distributed for signature
  - Created files when fully executed
- New Employee Orientation
  - Prepared and assembled New Employee Orientation Books
  - Updated information as needed via Power Point
  - Held orientation on an as-needed basis for all new employees
- Access Database (Internal System)
  - Assigned TSI Numbers
  - Edited/Updated History
  - Ran Reports
- Aconex Database
  - Document Control – filing electronically
- Notary Public for entire company and customers
- Trained temps and/or new administrative assistants and receptionists
- Ordered catering for meetings and special events

**10/2009 – 07/2010**  
**Eagle P-3 Proposal**

Assisted in setting up new office during the proposal period which included getting quotes from vendors, decision making and ordering of furniture; organize delivery and setup of furniture; setting up files; order new computers; worked with Qwest to setup phones. Was given access to system to assign numbers and turn systems on; worked with real estate office for maintenance needs; requested quotes from electricians and arranged work schedule; assisted entire staff with typing of documents for the Eagle P-3 Proposal.

Main duties included:

- Typed and assembled proposal documents
- Coordinated and set up meetings
- Updated calendars on a daily basis
- Arranged travel
- Created expense reports
- Ordered all office supplies
- Ordered coffee and water supplies
- Maintained three copy/fax/scan machines
- Set up and maintained contract files
- Answered all incoming call keeping a log for all inquiries regarding employment
- Ran high quantities of copies

**10/2008 – 10/2009**

Received my retirement package from Ball Aerospace and unemployment benefits.

**Ball Aerospace & Technologies Corp. - 02/1997 – 10/06/2008 (listed below by department/date)**

**Antenna & Video Technologies, Contracts Dept.**

**Senior Administrative Associate**

**04/2003 – 10/2008**

Supported department manager and assigned contracts managers (total of 5); Created Work Authorizations (WA) in contracts database entering company information, terms and conditions, and financials; Created and submitted quotes to customers; Created and prepared contract review records for signature; Created and maintained contract files for assigned contract managers; Typed, proofread and distributed all outgoing correspondence. Maintained correspondence logs; Retrieved financial information from the Cost Point system to aid contract managers; Prepared shipping documentation; scheduled and managed complex schedules, meetings and conferences using Microsoft Outlook; Made travel and hotel reservations; Monitored contract close out activities with accounting and provided support to all contract managers for each phase of the close out process; Archived contracts and other documents as directed by the contract manager; Interfaced with Business Management and Accounting as needed to assist in problem solving; Assisted in electronic commerce such as Customer Contracting Websites (EXOSTAR, GSA, etc.); Set up monthly staff meetings; Trained and supervised new administrative assistants and temp support; managed and ordered all office supplies.

**Defense Operations**

**Administrative Assistant III 10/2002 – 04/2003**

Provided administrative support to VP and GM and the entire department. Duties included: Arranged travel (air hotel reservations) with extensive international travel; processed expense reports; coordinated department meetings and events using Microsoft Outlook; established and maintained files; ordered office supplies; prepared materials for meetings and conferences.

**05/2000 – 10/2002**

Laid off from Ball Aerospace and received unemployment benefits.

Employed through various temp agencies with admin positions lasting in range from two days to 2 weeks on and off.

**CVP Marketing**

Sr. Administrative Assistant **01/1998 – 05/2000**

Provided administrative support to the Director of Sales and Marketing and staff. Prepared and edited complex proposals for global customers; planned meetings, arranged domestic and international travel; processed expense reports; ordered office supplies; prepared purchase requisitions for accounts receivable; processed incoming invoices for accounts payable; prepared and shipped marketing materials; maintained files and time sheets.

**Publication Specialist II – 02/1997 – 01/1998**

Used a wide range of software - prepared marketing presentations, proposals and configuration documents. Worked with teams of engineers and technical editors and illustrators.

**Professional Associations:** National Notary Association

**Skills:**

MS Office	Cost Point
Word Perfect	Business Objects
Power Point	Contracts Module
Excel	ACT Database
Outlook	Concur Travel

**Certificates**

State of Colorado Notary  
QBS Reference  
Labor Charging  
Contract Structure and Content  
The Indispensable Assistant

**Education:**

Graduated at Northglenn High School