

Amanda Proulx

Project Administrator

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With over 1 year of work experience in the construction industry, I am a skilled and versatile project administrator who can handle multiple tasks and deadlines. I am passionate about delivering high-quality customer service, managing accounts, and supporting project management teams. I enjoyed working at Bird Construction, where I contributed to building innovative and sustainable projects that improve the lives of people and communities.

As a project administrator at Bird Construction, I was responsible for organizing and maintaining project site files and documents, administering shop drawings, preparing minutes of meeting and other correspondence, and providing documentation to subcontractors. I also served as the front desk point of contact, handling incoming calls and managing deliveries. I used my skills in data entry, bookkeeping, and financial software to assist the accounts receivable clerk and the estimating team as required. I was able to communicate effectively with owners, owners' reps, and subcontractors, and ensure timely and accurate project close out.

Willing to relocate: Anywhere

Personal Details

Total years of experience: 13

Work Experience

Project Administrator/Office Manager

Bird Construction - Ottawa, ON

April 2023 to March 2024

Responsibilities:

Establish and maintain a project contact list

Organize and maintain project site files and documents; manages electronic document database and/or file sharing site

Administer shop drawings and manage control log

Prepare minutes of meeting and other correspondence

Create and file job files – electronic and hard copies

Provide documentation to subcontractors

Project close out, create and issue O&M Manuals in a timely manner

Communicate with owners, owners reps and subcontractors

Provide logistic support to Project Management team

Support estimating team as required

Serve as the front desk point of contact, handling incoming calls and managing deliveries.

Maintain a welcoming and professional reception area.

Procure office supplies, manage inventory, and track costs to ensure budget compliance.

Assist our executives with travel arrangements and scheduling.
Arrange for services such as couriers, office supplies, business cards, cell phones, etc.
Prepare and monitor annual office expense budget including approval of invoices.
Manage the company vehicles assigned for use by the office staff including bookings, parking arrangements and regular maintenance (if applicable).
Plan and coordinate special events such as the annual Christmas party and golf games.
Manage all corporate events originating from the Ottawa office.
Support area team building activities.
Prepare and monitor annual office expense budget including approval of invoices.
Collaborate with the executive team on various administrative tasks and projects.
Proficiency with Microsoft Office Suite (including, Excel, Word, Outlook)

Accounts Receivable Clerk

Regional Crane Rentals Ltd - Ottawa, ON

February 2023 to March 2023

Using data entry to change paper records to a digital format
Organizing and updating digital or paper records
Calculating billing amounts, and printing and mailing bills when needed
Reminding customers about upcoming payments or past-due accounts
Making electronic or cash deposits to company bank accounts
Using software to send invoices and payment reminders electronically
Keeping accurate records of payments that they receive from customers
Creating reports for supervisors and providing digital or paper copies of records when requested
Ability to provide good customer service and address complaints promptly
Knowledge in data entry
Knowledge in bookkeeping and other financial software
Expertise in calculating account balances and interest rates
Extensive knowledge and understanding of how banking and finance systems work
Knowledge and expertise in using payment processing systems

Construction Schedule Coordinator

Ottawa Classic Stairs and Bannisters Inc - Ottawa, ON

November 2022 to February 2023

Duties:

Schedule work orders to technicians or finishers
Confirm appointments with the site office
Respond to emails
Issue PO requests and enter them when approved

Executive Assistant

Cyrus Distribution - Kemptville, ON

September 2021 to November 2022

- Order Processing in Shopify & supplier websites
- Track & update shipping
- Enter invoices into quick books
- Monitor outlook email
- Shipping & receiving
- Update shopify website

- Customer service

Taxi Driver/Dispatcher

Elite Taxi - Kemptville, ON

November 2020 to June 2021

Customer service

Production Worker

Tollden Farms - Kemptville, ON

July 2020 to October 2020

Package raw dog food

Warranty Administrator

Pirate Cove Marina - Kemptville, ON

December 2019 to July 2020

Duties:

- Open work orders, make sure work is completed on time, close work orders
- Code & submit warranty work orders
- Answer the phone & open work orders at the service counter when Service is unavailable
- Prepare gas receipt report
- Prepare daily transactions
- Dispatch all open work orders to technicians
- Sell boat parts when parts advisor is busy or unavailable

Project Administrative Coordinator

CMG Office Interiors - Ottawa, ON

January 2019 to June 2019

Duties:

- Input and track projects in the CMGOI BI-2 MIS System & SAGE
- Confirm furniture orders and specifications, and place furniture orders
- Administer and schedule support services for projects for CMGOI system in BI-2
- Verify, maintain design and specification records, and provide reports
- Conduct project audits and verification follow up - Assist with collecting overdue accounts receivables
- Collect credit card information for invoice payment

Executive Assistant (Maternity Coverage)

Happy Faces Childcare & after school care centre - Winchester, ON

January 2018 to April 2018

Duties:

- HR Duties: organize employee files, create employee files
- Accounts payable: match invoices with monthly statements then write cheque and reach out to vendors for missing invoices/statements
- Review admin supply inventory and weekly and order as required
- Open all mail and delegate to the correct admin staff
- Reception duties

Warranty Administrator/Office Administrator

Myers VW - Ottawa, ON

September 2011 to October 2016

Duties:

- Prepare reports for Accounting department & Service Manager
- Open all internal work orders, make sure work is completed on time, close work orders
- Code & submit warranty work orders to VW Canada
- Prepare rust claims for approval, have rust repairs completed once approved, code repairs & submit to VW Canada for payment
- Answer the phone & open work orders at the service counter when Service Advisors are unavailable
- Assist Service Manager with hiring new employees & training.
- Match warranty credit to the proper work order and post amount
- Prepare the warranty schedule for controller to remove any debits or credits left after payment
- Dispatch all open work orders to technicians
- Completed VW training: currently VW Warranty Master

Warranty Administrator

Myers Infiniti Nissan - Ottawa, ON

September 2014 to April 2015

Education

College diploma in Office Administration - Executive

Algonquin College - Ottawa, ON

January 2017 to 2019

Skills

- Driving
- English
- Personal Assistant Experience
- Office Management
- Event Planning
- Accounts Payable
- Accounting
- Payroll
- Account Reconciliation
- Accounts Receivable
- QuickBooks
- Bookkeeping
- Sage
- Data Entry
- Order Fulfillment
- General Ledger Accounting
- Human Resources

- General Ledger Reconciliation
- Microsoft Word
- Order Entry
- Project Management
- Journal Entries

Languages

- English - Fluent
- French - Beginner