

RUTH A. SEE
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PROFESSIONAL EXPERIENCE

DONLEY'S INC.

2005 TO PRESENT

Field Project Administrator

Provide daily administrative support to the labor force and project management onsite for concrete projects; interfacing with subcontractors and clients. Implemented a new process for daily timesheet recording, providing daily manpower reports for clients. Involved in updating and improving company processes. Process and track status of submittals, RFI's, change orders, contracts, and project related logs. Organize and maintain and archive project files; paper and electronic. Responsible for coordinating project set-up and close-out; documents, supplies, furniture, consumables, equipment. Projects worked on CCF Heart Center, Bucyrus Hospital, CCF Parking Garage and Service Center.

LAWLER & CROWLEY CONSTRUCTORS, LLC

2005

Office Assistant

Performed a variety of administrative tasks in direct support of project management, estimating/sales and accounting.

NEIGHBORHOOD PROGRESS, INC.

2004 TO 2005

Executive Assistant/
Project Assistant

Provided executive/confidential support to senior vice president of real estate and chief financial officer in a non-profit environment with exposure to CDC's in the City of Cleveland; also provided administrative support to two project managers on daily issues regarding construction projects. Responsible for executing all phases of development work necessary to commence and complete construction on designated projects.

COLEMAN SPOHN CORPORATION

2002 TO 2003

Administrative Assistant/
AIA Contract Billing Assistant

Processed monthly AIA contract billings with associated documentation. Performed various administrative functions such as typing, filing, office supplies, etc. Obtained and maintained city/state registrations and building permits. Provided support to project managers and provided back-up assistance to receptionist.

BACIK, KARPINSKI ASSOCIATES, INC.

1990 TO 2002

Operations Coordinator/
CAD Technician/Construction
Coordinator Assistant

Performed general office management duties including managing administrative staff. Provided support to engineering and construction coordinators staff. Purchased office supplies and maintained office equipment. Created and implemented file and archiving systems. Organized all company meetings and functions. Attended construction meetings and processed shop drawings. Created and implemented client/shop drawing databases. Performed AutoCAD drafting and light mechanical and electrical design.

EDUCATION

ICM SCHOOL OF BUSINESS

Associates Degree, Computer Management and Business Administration, 1989
Computer Skills: Microsoft Office: Word, Outlook, Excel, Publisher, Adobe, Access; Primavera Expedition

AFFILIATION

Member NAWIC 2005–2010 (National Association of Women in Construction) working with Habitat for Humanity 2008
NAWIC 2010 Board Member