

ROSEMARY DICKS IVERSON
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Professional Experience

Trautman & Shreve, Inc., Colorado Springs, CO

6/28/05 – 3/28/08

Project Coordinator for an EMCOR subsidiary - Mechanical Engineering company assisting Vice President of Construction on government, military, school districts & medical facility projects.

Manage Subcontractor & Supplier contracts, insurance, bonds, accounting/budget tracking, and all general correspondence.

Process purchase orders, invoices & contract change orders.

Process union workers for hiring and conduct safety training during orientation.

Process drawings, specifications & RFI's; Assist with Bid Process & Scheduling of Work.

Process Trautman & Other subcontractor submittals for approval.

Prepare and Submit Operations & Maintenance Manuals & all project close out documents.

Responsible for supply orders, maintenance of office equipment & coordination of equipment deliveries to Field personnel.

Bryan Construction, Inc., Colorado Springs, CO

5/12/04 – 6/25/05

Contract Administrator in Federal Division team of Project Managers, Quality Control Managers & Superintendents involving program management of Army Corps of Engineers military construction projects using Prolog, Timberline and the Corps' Quality Control System.

Manage Subcontractor & Supplier contracts, insurance, bonds, OSHA & Hazard Reports.

Assist with Bid process and distribute plans & specifications, generate scope instructions to bidders.

Develop job-specific policies and procedures for subcontractors.

Receive, assist with review and forward subcontractor submittals to Corps of Engineers.

Process Certified Payroll and ensure timeliness and accuracy to Corps of Engineers.

Track budget modifications, change orders, purchase orders and RFI's.

Participate in design reviews and construction meetings.

Prepare Storm Water Pollution Prevention, Quality Control, Environmental and Accident Prevention Plans.

Part Time & Temporary Work, Colorado Springs, CO

2003 - Current

JMI Inc. – Occasional Administrative & Bookkeeping for husband's "part time" upholstery business 5/1/08 – Present.

JMI Inc., dba The Storage Barn 9/1/04 – 4/1/08 (Closed Business)

Owner and Administrative Manager for husband's RV/Boat storage and maintenance business.

Iverson Playground Installers, Inc. 4/2002 – 12/30/04 (Closed Business)

Office management of financial tracking, payroll, quarterly tax reports, contracts, and customer service for husband's playground and water park construction business.

City of Colorado Springs, Engineering Department 9/15/03-12/31/03

Temporary employment to complete close out of SCIP construction and financial processes (due to workforce reduction by previous employer, Nolte Associates)

Team member for the Roadway Design and Storm water Drainage Managers coordinating project processing of invoices, pay requests, contract change orders, as-built submittals and environmental compliance documents.

Assisted Subdivision Review Manager tracking subdivision review plans for curb and gutter, streets and general improvements within Colorado Springs developing subdivisions.

Nolte Associates, Inc., Colorado Springs, CO

9/19/00 - 8/31/03

Project Coordinator – In-house Consultant for client – City of Colorado Springs.

Coordination of \$40M construction projects from design inception to completion involving design review and approval, public relations, land acquisition, construction and all financial processes.

Expedited financials, invoices and pay requests with adherence to budget specifications.

Processed contracts and change orders with adherence to City and CSU legal requirements.

Developed and prepared cost analyses and financial tracking reports for management and City Council.

Nolte Associates, Inc., (Cont'd.)

Coordinated and monitored the progress of projects to assure the flow and completion of work on schedule.

Responsible for Administration of all general office operations that included bid requests, customer relations and handling public complaints.

Colorado Springs Utilities (CSU), Colorado Springs, CO

7/3/93 - 9/17/00

Training Coordinator – Electric Department 4/1997 – 9/17/00

Training Team member responsible for development of employee curricula and training media using training needs analyses.

Scheduled employee training around least disruption to company processes and customer needs.

Assisted employees with external educational reimbursement, degree plans and coordinated processes between employee and CSU management.

Administered Apprentice program contracts, testing programs, and assessments.

Supervisor of student interns.

Administrative Technician – Water Resources, Infrastructure 9/1995 – 4/1997

Admin Support to Infrastructure Manager on an engineering team coordinating and expediting water contracts, collection of water sales monies, and water litigation documents for State water districts.

Backup supervisor for clerical support staff.

Administrative Technician - Customer Services, Accounting 7/1993 – 9/1995

Admin Support to Customer Accounting Manager and Supervisors coordinating and expediting contracts, litigation documents and report analyses in the identification of industrial and residential bill discrepancies and complaints.

Backup supervisor of temporary employees and student interns.

El Paso County Social Services, Colorado Springs, CO

1988-1993

Case Worker Aide in the Foster Adoption Division

Conducted background checks, interviewed applicants, and assisted with public process issues.

Prepared contracts, licensing documents, litigation and treatment plans.

Assisted with Child Development & Foster Parent Training.

Computer Skills: Word, Excel, Power Point, Quick Books Pro, Outlook, Lotus Notes, Access, 10-Key, Prolog, Timberline

Professional Memberships: National Association of Women in Construction (NAWIC), Local Chapter 356 Treasurer 2004-2005; National Playground Contractors Association (NPCA); Business Member of Pueblo Chamber of Commerce 2006-2007.

Certification: Citizen's Emergency Response (CERT) Training, February 2004. Army Corps of Engineers Construction Quality Management Training for Contractors, December 2004.; Storm Water Pollution Prevention – Construction Operations Training, November 2004

Education

Bachelor of Liberal Arts, University of Colorado at Colorado Springs (UCCS)

1420 Austin Bluffs Parkway, Colorado Springs, Colorado – Graduated 1991

References

Shawn Jackson, Trautman & Shreve, Inc. (303) 295-1414

Kenneth C. Sampley, City Engineering (719) 385-5417

Curt DeCapite, City Purchasing (719) 385-5274

John Tracy, Nolte Associates (720) 339-0183

Barry Buttermore, Daniel-Barry Construction (719) 575-9411

Dan Weber, Colarelli Construction (719) 475-7997

Cheri Tant, Colorado Springs Utilities (CSU) (719) 599-9086

Shyla Mason, 719-597-1681