

Terry Loskoski

Objective

- Project Coordinator who enjoys challenge seeking opportunity where I can utilize my knowledge and experience.

Summary of qualifications

- An organized and detail-oriented Project Assistant with over 20 years experience providing thorough and skillful administrative support. Worked for 18 years in the construction industry, including 10 years on Government projects.
- Established good working relationship with customers and team members.
- Dedicated and focused; able to prioritize and complete multiple tasks; ability to work under pressure and handle heavy work loads; excellent organizational, planning, interpersonal and communication skills.
- Self-motivated individual with ability to work as an individual and in teams.
- Knowledge of the general principles and procedures followed for on-site and off-site construction activities.

Work experience

2007 - Present **M.A. Mortenson** **Denver, CO**

Field Administrative Assistant

- Provided Administrative support to PM's, Superintendents, and several Engineers on projects at Fort Carson.
- Answer incoming calls and in-person inquiries from customers and team members. Make sure anyone coming onsite has proper PPE.
- Set up and maintain project filing system for several projects.
- Handle incoming and outgoing mail. Ordering and maintaining office supplies and office equipment.
- Update various logs pertaining to projects – RFI, ASI, Quantity reports, track man-hours on weekly reports, project directory.
- Track executed subcontracts, bonds and insurance requirements for subcontractors and other forms as required. Make sure insurance certs are correct and up to date.
- Process weekly certified payroll reports for all subcontractors on site; and review for accuracy before submitting to Corp of Engineers. Fill out various Government forms as required and track certified payroll in QCS.
- Take minutes for weekly subcontractor meetings.
- Forward RFI's to Architect for response and log into RFI log in Expedition.
- Assist with tracking incoming submittals and distribution.

2000 - 2007

Swinerton Builders

Denver, CO

Project Assistant

- Worked on large projects at Peterson AFB, Schriever AFB and Fort Carson providing admin support to Project Managers, Quality Control Manager and Superintendents.
- Process weekly Certified Payroll for each project and handle labor issues associated with Davis Bacon projects. Make sure reports are accurate before submitting to the Corps. of Engineers.
- Compose and/or edit letters, memos, reports, and procedures.
- Act as liaison between supervisor and other departments, managers or clients, including arranging meetings and communicating information.
- Document project meeting minutes, set up and maintain project filing system, including vendor files, distribute documents to subcontractors, maintain document logs, update drawings and post changes per RFI/ASI, prepare and maintain RFI logs.
- Assist Quality Control Manager in transmitting and distributing submittals, prepare and maintain submittal logs as needed.
- Input quantities in labor cost reports on CMS (JD Edwards), cost code and/or verify correct codes on time sheets, prepare and document extra work orders.
- Assist in compiling billings, research problem invoices, and lien releases.
- Compile contract close-out documents and as-builts, document punchlist work.
- Coordinate paper flow from field to Division Office. Handle incoming phone calls, order office supplies and maintain office equipment.

1992 – 1994 / 1996 – 2000 GE Johnson Construction Colorado Springs, CO

Project Assistant

- Provided support in the main office and on various jobsites.
- Typing various construction related correspondence.
- Responsible for all aspects of assigned projects such as setup and maintaining office files and field files; project closeout and archiving.
- Responsible for requisitioning copies of drawings and distributing bid packages.
- Process new hire and termination paperwork for field employees.
- Order office supplies and maintain field office equipment.
- Assist Receptionist when required with phone relief.

EDUCATION

- Blair Junior College, Colorado Springs, CO – 1984 – Legal Assistant
- Pikes Peak Community College, Colorado Springs, CO – Construction Technology/Business

References

Dan Seier, Senior Project Manager, Swinerton Builders – 719-330-7650

Matt Ellis, Resident Engineer, Corp. of Engineers - 719-526-0574