

# Belinda R Mantor

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## Profile:

My primary strength is being a dedicated and loyal employee. I complete assigned tasks in a timely manner and always to the best of my ability. Understanding that a successful business is the result of achieving consistent customer satisfaction, my daily goal is to provide excellent customer service.

## Experience:

### **2021-2023 Project Coordinator** **JW Construction Services Inc.**

- Worked closely with Project Managers in all stages of construction, dealing with multiple issues, discussing solutions and creating a plan to resolve.
- Completed paperwork for Projects including Subcontracts, submittals, RFI's, Change Orders, and Purchase Orders.
- Communicated with multiple Subcontractors daily regarding processing Subcontracts, Pay Applications, Lien Waivers, schedules, and Insurance.
- Assisted Estimators in soliciting new projects, securing proposals and submitting bids.
- Maintained Subcontractor Pay applications and invoice logs. Monitored progress payments according to contract.

### **2018-2021 Construction Administrator** **Mattoon Construction Services Inc.**

- Processed Payroll according to State and Federal Prevailing Wage Rates.
- Tasks included all aspects of Federal and State guidelines including insurance, bonds and certified payroll.
- Responsible for enrolling and administration of employee health and life insurance.
- Processed subcontract agreements, purchase orders and change orders as required
- Assisted in processing accounts payable/receivable.
- Responded to customer inquiries and fulfilled requests to customer satisfaction

### **2000-2017 Administrative Assistant** **Niagara Erecting Inc./Clark Rigging & Rental Corp.**

- Processed Payroll (involves statewide unions, determined rates of pay, local and class). Completed all other payroll documents required by multiple agencies including certified payroll
- Handled company cash, checks to vendors and manual layoffs checks.
- Scheduled jobs which included insurance, subcontract agreements, certified payroll, lien waivers and other paperwork required contractually.
- Responsibilities also included accounts payable and receivable
- Maintained confidential employee files

## **Education:**

High School Diploma  
Cornell University – Labor Studies Program