

BELINDA R MANTOR

315.920.7888

5374 Carrick Circle, Brewerton, NY 13029

Profile

My primary strength is that I pride myself on 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

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, purchased orders and change orders as required.
- Assisted in processing accounts payable/receivable.
- Responded to customer inquiries and fulfilled requests to customer satisfaction.

2017-2018 Construction Administrator

John W Danforth Company

- Assisted 5 Project Managers
- Was responsible for nine jobs valued at \$250,000 to \$5million
- Allocated labor hours performed on several job sites
- Forwarded Submittals and Requests for Information to Engineers on a daily basis.
- Collected required documentation from multiple Subcontractors working on Company behalf
- Maintained quality relationships with Subcontractors, Engineers and co-workers.

2000-2017 Administrative Assistant

Niagara Erecting Inc./Clark Rigging & Rental Corp.

- Performed several tasks including but not limited to Payroll (involves statewide unions, determined rates of pay, local and class and completed monthly union reports).
- Handled company cash, checks to vendors and manual layoffs which required calculating taxes, dues and garnishments if applicable.
- 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, including entry into Federal facilities and paperwork associated including drug testing maintenance and OSHA requirements for customers that required certifications.

Education

High School Diploma

Cornell University, Labor Studies Program