

# **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**