

Professional Summary

A dedicated administrative management professional with experience in corporate organizations seeking employment opportunities in the fields of construction, graphic design or the arts. A personable and proficient administrative professional with advanced time management skills, task prioritization and business management. Able to effectively manage a team of administrative associates to ensure smooth business operations and achievements of project objectives.

Office Manager, G.L. Scrivens Construction, Inc., Palm Desert, CA | 2012 – 2025

(continued remotely from 2021 – 2025 due to my move to NC)

- Created proposals for remodels and new construction
- Obtained quotes from vendors and subcontractors, compared, filtered and presented to GC
- Ordered all materials, kept track of accounts payable and receivable on each job
- Created detailed vendor and job reports on a weekly basis
- Compiled and submitted payroll on a weekly basis
- Controlled office expenses and tracked profit margin for each job
- Liaised with insurance brokers, evaluated rates
- Responded and compiled information for Workers Comp audits
- GAAP bookkeeping, prepared records for tax returns

Creative Director, Graphic Designer, Senior for Artisan Magazine | 2017-2022 (tsunamiproductions.biz)

(This work was done remotely on a quarterly basis during this time frame)

- Directed aesthetic vision for print and digital editions, enhancing brand consistency
- Curated artists, coordinated artwork, and edited content for publication
- Designed layout and covers using Adobe Illustrator, ensuring high-quality visuals
- Prepared editions for print and online using Any Flip, expanding audience reach

Executive Assistant to CEO – Colt Security, Inc. | 2008-2012 (Please see attached letter) Business sold

- Provided executive administrative support to the CEO
- Prepared correspondence, coordinated meetings and travel and assisted with special projects
- Managed capital expenses, directed vendor relations
- Generated and maintained equipment and fleet tracking records
- Maintained exact records of all aspects of accounting
- Instigated policies to coordinate all financial matters, including recommendations for improvement
- Maintained accurate accounting and bookkeeping; handled AP & AR
- Compiled payroll for 100 employees – then sent to Payroll Service
- Designed, built and maintained company website
- Wrote Pamphlet of Office Procedures and Company Brochure; Revised Employee Handbook

Co-Owner and Director of Business Development – Architectural Firm | 1993-2004

- Prepared balance sheets, P & L, weekly reports for all projects; Responsible for RFIs, RFQs & RFPs
- Principal in charge of Project Management and Construction Administration to end of Construction Documents
- Main liaison between client and Architect, solving many issues pertaining to the project
- On occasion, calming the waters due to personality difference.
- Analyzed correspondence and reports prepared by others, verifying forms were properly completed and all disciplines had submitted their information on a timely basis
- Met with representatives from the City; discussed permits, budgets and schedules, to assure everything was on track and met all requirements of each department.
- Interviewed prospects for different disciplines; i.e., interior designers, landscapers, part-time office help
- Communicated with Architect and other teams to gather and convey information pertaining to his office

Education | Long Beach City College – Business – AA Degree**Skills:**

- Extensive management and administrative experience in various business systems from architecture to tv production
- Organized, with strong verbal and written communication skills
- Committed to fulfilling company needs as well as Client's satisfaction
- Skilled in Office Microsoft 365, Quick Books 2024, Mozilla, Adobe Creative including Photoshop, Illustrator and other software
- Website and graphic design and online publishing; and Published author



December 17, 2012

TO WHOM IT MAY CONCERN:

It is with great pleasure and privilege to document a letter of recommendation for Ms. Shari Penny. I had the honor to first meet Ms. Penny in February 2010 during our first round of negotiations for an acquisition of a company, Colt Security, Inc.

Throughout the two year process of negotiation, due diligence, transition and implementation, Ms. Penny provided a wealth of knowledge during the transaction. As a result of her GAAP accounting best practices and exceptional record keeping, the due diligence information was found to be in supreme condition. This included her job cost analysis, strategic budgeting and finance forecasting.

While not required, she also provided leadership and shaped organizational culture among one hundred plus employees. However, most importantly, at all times, I have found Ms. Penny to have morale character of the highest order. Her strong integrity is qualifying to any organization that requires various levels of confidentiality.

In spite of all the demands, she is pleasant, a delight to be around and a perfect team player. Please accept my recommendation letter of Ms. Shari Penny.

Feel free to contact me directly and at any time to discuss her high attributes.

Respectfully,

A handwritten signature in blue ink, appearing to read 'Joe Ramirez', is written over a horizontal line.

Joe Ramirez | Chief Executive Officer
Pacific National Security, Inc. | Blue Eye Technologies
jramirez@pacific-companies.com

Office: 310.842.7073 | Mobile: 310.261.2788
CALIFORNIA | ARIZONA | UTAH | ILLINOIS