Amanda J Starr

2750 Sunrise road #16104 round rock, tx 78665

425.931.9993 I amandajstarr@OUTLOOK.COM

Personal Profile

Motivated self-starter professional with a proven track record of launching successful business, manageing operations and is comfortable with all levels of clients, vendors and management. Performs best in a fast-paced environment where detail organization is key. Commercially minded, enthusiastic and flexible with proven ability to lead and excel in any environment. . Recognized ability to work in a leadership role and bring out team strengths. Solid track record of consistently exceeding company goals through strategic planning and project execution with an emphasis on client satisfaction.

Skills Summary

* Project Coordination
* Constuction Managment
* Project Engineering
* Marketing Proposals
* Grant Management
* Social Media Marketing
* Travel Planning
* GAAP Accounting
* Training & Development
* Project Scheduling
* Web Design
* Company Branding
* Contract Management
* Contract Adminstration
* Stategic Planning

Professional Experience

**JUL 2023 – Present Stan’s Heating and Cooling – Senior Staff Accountant**

Contract position. Daily duties include accounts payable and receivables for new construction, HVAC and retro accounts. Daily ledger entires with Service Titan and Sage Intaact. Bank deposits, bank reconciliation, and weekly payroll. Match vendor invoices and credit memos with purchase orders. Investigate and resolve issues with purchase orders and invoices. Ensure that outstanding receipts and returns are monitored monthly and cleared. Reconcile vendor statements. Collection of unpad accounts. Process customer credit card payments and refunds.

**SEPT 2012 – AUG 2023 Magical Starr Travel – Owner & Travel Director**

Founder and Travel Director of a home based travel agency, managing 10 agents nationwide with a revenue of $3.5M. year. Daily duties include quoting and booking clients vacations, custom itineraries, concierge tour bookings, accomodations, plane tickets, cruises domestically and internationally. Responsible for all agency accouting with Quickbooks using GAAP principles. Accounts payable and recievables, processing commission payroll for agents, creating sales proposals and customer database management (CRM). Managed budgets, forcasts and goals for the ageny. Developed comprehensive marketing strategies to increase sales with social media, local trade shows and publicaitons. Responsbile for social media postings, vendor trade fairs and training and development for all agents.

**JUN 2011 – AUG 2012 Mowat Construction Company – Sr. Project Coordiantor**

Responsible for day to day operations of commercial tenant improvement projects from beginning of the project to project closing. Subcontractor contracts, change orders, AIA pay applications, purchase orders, project scheduling, client and owner meetins, permit applications, bond and insurance compliance and procurment, project documention. Monitored project progess to ensure on time deliverables, budgets and stay within scope. Additonally, handled the marketing materials for Business Development Team including: Proposal writing for SOQ’s, RFP’s, RFQ’s; design presentations, layout graphics, business cards, brochures, project data sheets and case studies. Creation of company newsletter. Content and graphic development for company website relaunch.

**SEP 2009 – MAY 2011 SRI Technologies – Federal Project Contractor**

*Washington State Ferries – Contract Administrator (12 Month Contract)*

Grant Administrator for Homeland Security projects. Responsible for the administrative budget and expenditures for over 20 Terminals and 15 Vessels receiving security upgrades. Established process for submitting grant application proposals, including working with project managers and project teams to prepare budgets and supporting materials. Prepared grant reports; vendor and monthly reconciliation to accurately report contract expenditures. Developed and implemented strategies to increase efficiency in workflow process. Ensured compliance with contractural terms, consitions and regulations on state and federal levels.

*Sound Transit – Sr. Project Contract Accountant (8 Month Contract)*

Contract Accountant on asset reconciliation project for the ORCA and Link Light Rail program. Performed expenditure review, accruals, adjustments, and re-classes. Worked on depreciations, equipment roll-forwards, purchase and sales registers, and reconciliations to the general ledger. Prepared and analyzed financial statements, budgets, and other reports to assess accuracy and compliance with applicable laws and regulations. Tracked inventory levels and prepared product cost analyses for decision making purposes. Managed accounts payable and receivable functions, ensuring timely payments of invoices. Negotiated payment terms with vendors resulting in improved cash flow management.

**APR 2008 – AUG 2009 Swinerton Builders – Project Accountant & Project Coordinator**

Project accountant and coordinator on over thirty-tenant improvement and design build projects. Daily responsibilities included creating marketing packages, RFQ, RFP’s, brochures and bid packages. Implemented new billing procedures and filing systems. Responsible for project budgets, tracking actual costs against projected estimates. Developed and maintained project plans, schedules, and budgets to ensure successful completion of projects. Communicated regularly with vendors and suppliers concerning account balances or billing inquiries. Generated weekly and monthly reports detailing project expenses, subcontractor pay applications and Owner’s progress payments.Responsible project contracts, scheduling, change orders and purchase orders. Bond and insurance requirements and compliance. Assisted Controller with daily financial operations, job cost analysis, accounts payment and recievable, collections and monthly budget forecasting.

**APR 2006 - MAR 2008 Skanska, Seattle, WA – Sr. Project Engineer**

Project enginner for the construction and installation team of multiple multi-million-dollar projects, ensuring that including Bank of America tenant imrovements, Microsoft Global security building in Redmond, WA and Advanta buildings in Bellevue, WA. Daily activities included ensuring all all safety regulations were met on the job site with daily site inspections. Coordinated with architect firms over review of drawings, submittals, proposal changes and purchases. Coordinated with vendors and suppliers for material procurement and delivery schedules. Provided technical support to subcontractors to ensure compliance with contract specifications.Reviewed submittals from contractors for accuracy in accordance with established design criteria. Interpreted blueprints, schematics, engineering drawings and other technical documents related to the project. Assisted with budgeting, forecasting costs, analyzing cost variances, and preparing financial reports. Demonstrated problem solving skills by resolving complex challenges quickly and efficiently under tight deadlines. Excellent communication capabilities evidenced by ability to communicate effectively both verbally and written. Ensured compliance with relevant environmental laws, health, and safety regulations. Resolved conflicts between contractors by negotiating equitable solutions based on contractual requirements. Drafted change orders, reviewed invoices, maintained records and prepared reports on project status. Developed detailed project plans and tracked progress against timelines, budgets, and quality standards.

**MAY 2004 – MAY 2006 PRIDE Marketing – Marketing Department Manager**

Managed production and coordination of direct mail catalog program for restaurant members and vendors with over $100,000 in annual revenue. Supervised a team of 5 designers and administrative staff. Created sales and website content for clients. Client marketing collateral to support catalog releases including data sheets, power points and sales presentations. Responsible for the in-house training videos and online learning videos. Developed product communication plans for client base and distributed to vendors. Review final submissions for design layout, print production, color scheme and flow of vendor magazines.

**MAR 1999 – MAR 2004 Bovis Construction – Sr. Project Coordinator**

Sr. Project Coordinator for commercial new builds; tenant improvement and design build projects. Responsible for daily operations of 3 major project sites including: bid packages, statement of qualifications, contract agreements, change orders, scheduling, and accounting and administrative duties. Assisted estimating deparment with all aspects of proposal preparation: development of boilerplate materials, technical writing, editing, content review, final layout and printing. Provided in-house production services for all printing and final document assembly for bid packages. Ensured that all contractual agreements were met within budget guidelines. Project Coordinator for job life cycle from job site set up to project close out. Reviewed drawings for accuracy prior to commencement of construction works.Insurance and Bonding requirements. Assisted in developing budgets for projects by researching material costs and labor requirements. Developed project plans, tracked progress against key milestones, and identified areas for improvement. Managed multiple subcontractors throughout the duration of the project, providing guidance on technical issues when necessary. Collaborated with architects, engineers, surveyors, inspectors, city officials, as needed for submittals and permit applications. Organized meetings with clients to discuss changes or updates related to the project. Handled creation, distribution and execution of owner and subcontractor contracts, change orders and purchase orders. Ensured all insurance and bonding requirements were met for the GC and subcontractors. Process pay applications from subcontractors and AIA owner billings.

Computer Skills

* Microsoft Office Certified
* SharePoint
* Sage Intaact
* Service Titan
* Adobe Creative Suite
* Quickbooks
* Procore
* NetSuite
* Salesforce and CRM’s
* Google Workspace
* Vision, JD Edwards
* Trello

Education

SOUTHERN NEW HAMPSHIRE UNIVERSITY – Online
Bachelor’s Degree – Business Operations Project Management Candidate, Expected Graduation Jun 2024

Columbus State – Columbus, OH
Associate Degree – Business Administration & Accounting, August 2000

**Member of Golden Key Honors Society, National Honor Society, Women’s Business Association**

REFERENCES

Jessica banks – Magical starr travel 813.638.1040

christine jaworski – pride marketing 860.428.5890

derek jaschke – swinerton builders djaSCHKE@SWINTERTON.COM