

Patricia J. Howlett
Administrative/Financial Associate



EDUCATION

Psychology Major
University of Missouri-Rolla

PROFESSIONAL EXPERIENCE

Administrative/Financial Associate
Integrity Engineering, Inc. – Rolla, Missouri
April 2014 - present

- Provide assistance to staff of engineers, architect, surveyor, technicians and administrators
- Review and edit documents including specifications, pay estimates and change orders
- Maintain project bidding information, distribute plans and specifications, prepare bid tabulations and contract documents, contact contractor references and review insurance
- Handle accounts receivable/payable, payroll, payroll taxes, payroll liabilities, and company medical insurance
- Handle human resource aspects for current and new employees
- Serve as receptionist, handle mail, purchase supplies, monitor costs, maintain files, maintain financial records, and handle all marketing submittals and updates
- Prepare and handle all aspects of marketing for the company
- Handle company vehicles: oil changes, repair issues, license renewals

Administrative Assistant
Integrity Engineering, Inc. - Rolla, Missouri
December 2004 – April 2014

- Provide assistance to staff of engineers, architect, surveyor, technicians and administrator
- Review and edit documents including specifications, pay estimates and change orders
- Maintain project bidding information, distribute plans and specifications, prepare bid tabulations and contract documents, contact contractor references and review insurance
- Provide support in marketing, accounting and human resources
- Serve as receptionist, handle mail, purchase supplies, monitor costs, maintain files and maintain financial records

Administrative Assistant
Howard R. Green Company – Rolla, Missouri
January 2003 - July 2004

(Position was eliminated due to merge.)

- Provide assistance to staff of engineers, technicians and manager
- Review and edit documents including specifications, pay estimates and change orders
- Maintain project bidding information
- Serve as receptionist, purchase supplies and maintain files

Executive Assistant
New Directions Behavioral Health – Leawood, Kansas

July 2002 – December 2003

- Assist Regional Vice President of EAP with all aspects of counseling program
- Liaison between VP and client companies
- Responsible for preparation of materials and documentation for training sessions

Administrative Associate
University of Missouri-Kansas City- Chancellor's Office, Kansas City, Missouri

April 1998 – June 2002

- Assist Deputy to the Chancellor with special assignments
- Maintained office files
- Handled all accounting aspects for 12 accounts
- Supervised student assistants

SOFTWARE KNOWLEDGE

Microsoft Excel, Outlook, PowerPoint, Word, Publisher