

## **ROSEMARY DICKS-IVERSON**

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### **Professional Experience**

#### **Trautman & Shreve, Inc., Colorado Springs, CO**

**6/28/05 – 3/28/08**

Project Coordinator for an EMCOR subsidiary - Mechanical Engineering company assisting Vice President of Construction.

- Manage Subcontractor & Supplier contracts, insurance, bonds, and all general correspondence.
- Process purchase orders, invoices & contract change orders.
- Process union workers for hiring and conduct safety training during orientation.
- Process subcontractor submittals for approval.
- Prepare and Submit Operations & Maintenance Manuals & all project close out documents
- Responsible for supply orders, maintenance of office equipment & coordination of equipment deliveries to Field personnel.

#### **Bryan Construction, Inc., Colorado Springs, CO**

**5/12/04 – 6/25/05**

Contract Administrator in Federal Division team of Project Managers, Quality Control Managers & Superintendents involving program management of Army Corps of Engineers military construction projects using Prolog, Timberline and the Corps' Quality Control System.

- Manage Subcontractor & Supplier contracts, insurance, bonds, OSHA & Hazard Reports
- Collect pricing for review and distribute plans & specifications, generate scope instructions to bidders
- Develop job-specific policies and procedures for subcontractors
- Receive, assist with review and forward subcontractor submittals to Corps of Engineers
- Process Certified Payroll and ensure timeliness and accuracy to Corps of Engineers
- Track budget modifications, change orders and purchase orders.
- Participate in many meetings involving design reviews and preconstruction meetings
- Prepare Storm Water Pollution Prevention, Quality Control, Environmental and Accident Prevention Plans

#### **Private Temporary Work, Colorado Springs, CO**

**9/1/04 – Present**

JMI Inc., dba The Storage Barn 9/1/04 – 4/1/08

Owner and Administrative Manager for husband's RV/Boat storage and maintenance business.

Iverson Playground Installers, Inc. 4/2002 – 12/30/04

Volunteer office management of financial tracking, payroll, quarterly tax reports and customer service for husband's business.

City of Colorado Springs, Engineering Department 9/15/03-12/31/03

Temporary employment to complete close out of SCIP construction and financial processes (due to workforce reduction by previous employer, Nolte Associates)

- Team member for the Roadway Design and Storm water Drainage Managers coordinating project processing of invoices, pay requests, contract change orders, as-built submittals and environmental compliance documents.
- Assisted Subdivision Review Manager tracking subdivision review plans for curb and gutter, streets and general improvements within Colorado Springs developing subdivisions.

**Nolte Associates, Inc., Colorado Springs, CO**

**9/19/00 - 8/31/03**

Project Coordinator – In-house Consultant for client – City of Colorado Springs.

Coordination of \$40M construction projects from design inception to completion involving design review and approval, public relations, land acquisition, construction and all financial processes.

- Expedited financials, invoices and pay requests with adherence to budget specifications. Processed contracts and change orders with adherence to City and CSU legal requirements.
- Developed and prepared cost analyses and financial tracking reports for management and City Council.
- Coordinated and monitored the progress of projects to assure the flow and completion of work on schedule.
- Responsible for Administration of all general office operations that included customer relations and handling public complaints.

**Colorado Springs Utilities (CSU), Colorado Springs, CO**

**7/3/93 - 9/19/00**

Training Coordinator – Electric Department 4/1997 – 9/19/00

- Training Team member responsible for development of employee curricula and training media using training needs analyses.
- Scheduled employee training around least disruption to company processes and customer needs.
- Assisted employees with external educational reimbursement, degree plans and coordinated processes between employee and CSU management.
- Administered Apprentice program contracts, testing programs, and assessments.
- Supervisor of student interns.

Administrative Technician – Water Resources, Infrastructure 9/1995 – 4/1997

- Admin Support to Infrastructure Manager on an engineering team coordinating and expediting water contracts, collection of water sales monies, and water litigation documents for State water districts.
- Back up supervisor for clerical support staff.

Administrative Technician - Customer Services, Accounting 7/1993 – 9/1995

- Admin Support to Customer Accounting Manager and Supervisors coordinating and expediting contracts, litigation documents and report analyses in the identification of industrial and residential bill discrepancies and complaints.
- Backup supervisor of temporary employees and student interns.

**Other Relevant Experience:**

**Colorado Structures, Inc., Colorado Springs, CO**

**1985-1987**

Warranty Construction Coordinator scheduling two-year warranty maintenance obligations in a commercial development setting.

- Resolved customer warranty complaints and issues upon inspection of warranty request.
- Supervised and scheduled work crews for warranty repairs on residential properties.
- Interacted with project managers, developers, subcontractors, Federal, State, County and City inspectors and design review agencies.

**U.S. Home, Colorado Springs, CO**

**1983-1985**

Office Manager supervising office staff and warranty/maintenance employees in a residential development setting.

- Coordinated house sale closures with sales staff.
- Prepared material take offs for various house designs.
- Composed correspondence, statistical reports, building and financial reports, contracts and personnel paperwork.

- Interacted with project managers, developers, subcontractors, Federal, State, County and City inspectors and design review agencies.

**Computer Skills:** Word, Excel, Power Point, Quick Books Pro, Outlook, Access, 10-Key, Prolog, Timberline

**Professional Memberships:** National Association of Women in Construction (NAWIC), Local Chapter 356 Treasurer 2004-2005; National Playground Contractors Association (NPCA); Business Member of Pueblo Chamber of Commerce

**Certification:** Citizen's Emergency Response (CERT) Training, February 2004. Army Corps of Engineers Construction Quality Management Training for Contractors, December 2004.; Storm Water Pollution Prevention - Construction Operations Training, November 2004

**Education**

Bachelor of Liberal Arts, University of Colorado at Colorado Springs (UCCS)  
1420 Austin Bluffs Parkway, Colorado Springs, Colorado - Graduated 1991

**References**

Shawn Jackson, Trautman & Shreve, Inc. (303) 295-1414  
Kenneth C. Sampley, City Engineering (719) 385-5417  
Curt DeCapite, City Purchasing (719) 385-5274  
John Tracy, Nolte Associates (720) 339-0183  
Cheri Tant, Colorado Springs Utilities (CSU) (719) 599-9086  
Dodi Walch, NAWIC (719) 527-1377  
Barry Buttermore, Daniel-Barry Construction (719) 575-9411