

VANESSA HARTMAN

Administration Controller

Background

Administrative Assistant within the real estate industry, including engineering and commercial project management in New York City for over fifteen years.

Assisted and coordinated with many different support roles within her previous companies in order to help with ensuring prompt follow-up, execution of RFPs, and coordinating projects from their inception to completion.

Recent Project Responsibility

Administration Controller at Ryan Soames Engineering in New York City and New Jersey and provides support at all other office locations.

Reports to the Principals at Ryan Soames Engineering and is an asset across all levels of the organization while coordinating and multi-tasking critical priorities for the RSE team.

Oversees and supports all administrative duties in the office and ensures that the office is operating smoothly.

Develops office policies and procedures and ensures they are implemented appropriately.

Handles onboarding processes for new employees.

Creates and maintains various internal organizational systems.

Coordinates various internal/external meetings.

Manages multiple projects and streamlines processes to maximize productivity.

Provides administrative support for the entire office.

Identifies opportunities for process and office management improvements and designs and implements new systems.

Provides other administrative support as necessary, including scheduling group meetings, maintaining calendars, doing research, and creating reports.

Proficient in: All versions of Windows OS – including XP, MS Office – Word, Excel, Outlook, PowerPoint.

