

Desirae Winter

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(760) 509-6983

Objective: Attain a position where over 10 years of construction experience and 8 years of accounting experience will add value to operations, company profitability and self-advancement.

Innovative Glazing Solutions Corona, California

2005 – Current

- *Project Manager* – Managed both field and office employee's duties. Directed new projects from ground breaking to completion. Material procurement.
- *Marketing Coordinator* - Developed 25 page company brochure, prepared Power Point presentations per project.
- *Fiscal Controller* – Managed and directed all aspects of accounting: receivables, payables, profit & loss, invoices, job costing, proposals, as well as weekly financial reporting to owners and executives.
- *Office Manager* – Managed and conducted day-to-day office activities.
- *Human Resource Manager* – Developed and incorporated the company's Policy and Procedure manual, Directed recruiting, hiring, training, organizational development, performance management and evaluations, record keeping of confidential employee records.

Permasteelisa Cladding Technologies Corona, California / Honolulu, Hawaii

2002- 2005

- *Project Engineer* - Produced material take-offs to ensure accurate account is taken of all component parts required to complete multi-million dollar subcontracted projects, material procurement, corresponded RFI's etc.
- *International Logistics Coordinator* – Controlled orders, and shipments with overseas offices, coordinated freight forwarders, brokers, and delivery drivers.
- *Office Manager/Human Resources* – Monitored and reviewed time of all field and office personnel, as well as preparing payroll for over 200 employees weekly. Monitored, and managed MIS (Management Information System).
- *Draftsmen* – Directed the production of shop drawings, tag drawings, and fabrication drawings.
- *Junior Estimator* – Assisted Sr. Estimator in take-offs, pricing and bid packages, as well as prepared sales presentations for Architects, Owners, and General Contractors.

Owen Engineering Group San Marcos, California

2000 - 2002

- *Accounting* – Managed all accounting, including payroll, accounts receivable, and accounts payable.
- *Office Manager* – General office duties.

Applied Legal Inc.
Vista, California

2000 -2002

- *Accounting* – Managed all accounting, including payroll, accounts receivable, and accounts payable.
- *Administrative* – General office duties.

Walters & Wolf
La Verne, California

1998 - 2000

- *CAD Draftsman* - Assisted in the production of shop drawings, tag drawings, and fabrication drawings.
- *Administrative* – General office duties.

Skills:

- Microsoft Windows: Word, Excel, Outlook, Project, Publisher, Internet Explorer
- AutoCAD -R14, AutoCAD -2002, AutoCAD-2004
- QuickBooks
- Adobe Designer, PhotoShop
- Notary Public – State of California, Commission No.: 1672575

Attachments:

Curriculum Vitae – Innovative Glazing Solutions – 5 Pages

References:

Given upon request

Desirae Winter



Professional Experience - Resume

Desirae Winter is familiar with engineering and project management requirements for exterior and interior façades for monumental and high rise projects; both commercial and residential. Desirae provides support to the senior consultants and design team in the capacity of ACAD engineer, and Project Administrator. A summary of Desirae's professional experience is listed below

Innovative Glazing Solutions Corona, California

2005 – Present

Project Engineer / ACAD Engineer – Preparation of shop and detail drawings for various projects. Preparation of take offs and assist in preparation of budgets. Prepare and respond to RFI's. Support senior consultants in preparation of reports. Maintain project correspondence logs.

A selection of IGS projects in which Desirae had involvement is listed below:

Mission Viejo Hospital, Mission Viejo

1650 Spruce Street, Riverside

Warner Center, Woodland Hills

2211 Michelson, Irvine

311 Oak Street, Oakland

One Broadway Plaza, Orange

8484 Wilshire Boulevard – Larry Flynt Properties

1055 Main Street, Santa Ana – Department of Child Support Services

Corona Pointe, Corona

Permasteelisa Cladding Technologies Corona, California / Honolulu, Hawaii

2002- 2005

Project Engineer - Produced material take-offs to ensure accurate account is taken of all component parts required to complete multi-million dollar subcontracted projects, ordered material, sent and requested RFI's etc.

International Logistics Coordinator – Arranged orders, and shipments with overseas offices, handled freight forwarders, brokers, and delivery drivers.

Office Manager/Human Resources – Kept track and monitored time of all field and office personnel, as well as getting all payroll prepared for over 100 employees weekly. Monitored, and managed MIS (Management Information System).

Draftsmen – Assisted in the production of shop drawings, tag drawings, and fabrication drawings.

Junior Estimator – Assisted Sr. Estimator in take-offs, pricing and bid packages, as well as prepared presentations for Architects, Owners, and General Contractors.

Desirae Winter

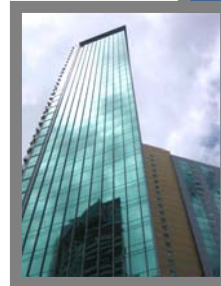


Professional Experience - Resume

Projects worked on:

Hokua, Honolulu, HI

Curtain Wall, Hand Rails, Operable vents,
Sliding Doors, Storefront, Lanais, Stone



Moana, Honolulu, HI

Curtain Wall, Hand Rails, Operable vents,
Sliding Doors, Storefront, Lanais



Ko'olani, Honolulu, HI,

Curtain Wall, Hand Rails, Operable vents,
Sliding Doors, Storefront, Lanais



Desirae Winter



Professional Experience - Resume

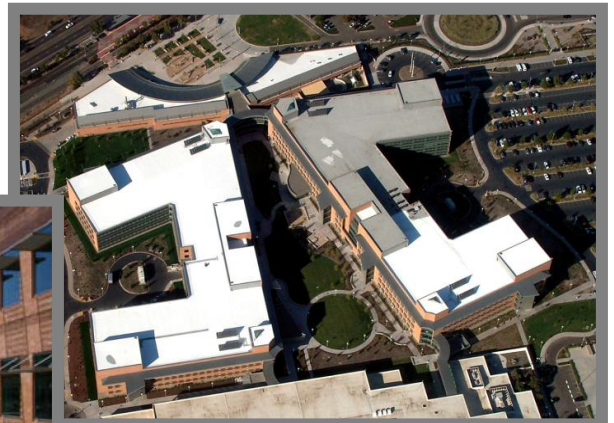
Walt Disney Concert Hall, Los Angeles, CA
Stainless steel cladding, Skylights



Cedars Sinai Medical Center, Los Angeles, CA
Unitized glazing, and bridges



State Office Building, Sacramento, CA
Punched Windows, Curtain Wall, Metal Panels

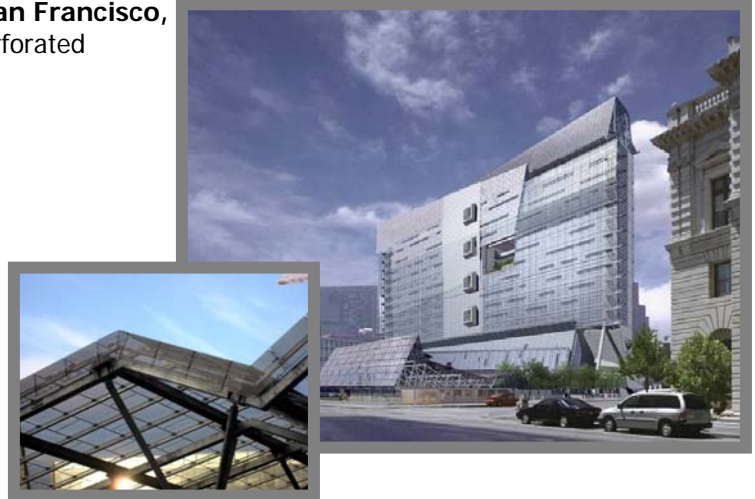


Desirae Winter



Professional Experience - Resume

San Francisco State Office Building, San Francisco,
Window Wall, Blast Resistance, Perforated
Stainless Steel Cladding



LAC USC Hospital

McCarthy/Clark/Hunt, 4 Separate buildings
(In-patient, Out-patient, Diagnostic & Treatment,
and Central Plant), Punched Windows, Curtain
Wall, Ribbon Windows, Metal Panels, Louvers



Mills-Peninsula Hospital Replacement

Anshen + Allen, Bid proposals: Ribbon
Windows, Punched Windows, Curtain Wall,
Composite Panels, Operable Windows



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Professional Experience - Resume

UCI Irvine Medical Center

NBBJ (Seattle), Bid Proposals, Composite Panels, Curtain Wall, Louvers, Punched Windows, Ribbon Windows

U.S. Embassy, Beijing, China

Curtainwall, Panels, Eaves, Punched Windows, Storefront, Interior, Bomb Blast resistance

Marvell Semiconductors Building #4, San Francisco, CA

Re-cladding, Metal Panels, Unitized Curtain Wall, Storefront- Stick system

621 Capitol Mall, Sacramento, CA

Curtain Wall, Metal Panels, Storefront, Louvers, Metal Fins

Sutter Medical Center, Sacramento, CA

Curtain Wall, Metal Panels, Storefront

Colburn School of Performing Arts

Bid Proposals: Los Angeles, CA, Terracotta, Curtain Wall, Storefront, Punched Windows

835 Market St, San Francisco, CA

Westfield Shopping Center (Bloomingdale's) Bid: Skylights, Curtain wall, Ribbon Windows, Clerestory, Interior Storefront, Louvers, Interior Mirrors, Dome

**Walters & Wolf
La Verne, California**

1998 - 2000

CAD Draftsman - Assisted in the production of shop drawings, tag drawings, and fabrication drawings.

Administrative – General office duties

Projects worked on:

6505 Jewish Federation Building

Remediation
1999 Walters & Wolf