

# Natasha Vidal

Construction Administrator at Arnold Construction Corporation

nvidalgomez@att.net

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## Summary

Over 20 years experience in administrative and management duties in the Architectural, Engineering and Construction industry.

Goal-oriented individual with strong leadership capabilities.

Organized, highly motivated, and detail-directed problem solver.

Proven ability to work in unison with clients, staff and consultants.

Extensive experience in negotiating construction contracts.

Expert in code compliance related to educational facilities.

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## Experience

### **Construction Administrator at Arnold Construction Corporation**

August 2009 - Present (1 year 11 months)

Provided administrative support to the Construction Manager, Estimators and Senior Project Manager.

Obtain pricing of materials and quotes from subcontractors.

Create subcontracts, change orders, purchase orders and monthly application for payments.

Create and update Final AIA Contracts on AIA software.

Maintain RFI/Submittal/Transmittal information on projects.

Maintain current drawing files on all projects.

Obtain and distribute shop drawings.

Assist the Estimator by acting as liaison between Estimator and Subcontractors in regards to bid information, plans, questions, etc.

Assist the Estimator by organizing submission documents, including bid forms, bid bonds and other requirements.

Maintain all current Labor Law posters, Safety Manuals and MSDS books.

Obtain and review Subcontractor Insurance Certificates.

Maintain and manage the project filing system as per the Company's policies and procedures.

Maintain an equipment delivery and return schedule for each project.

Gather the materials and information need for the Project Close-Out.

Assemble the Project Maintenance Manual.

### **Partner & Code Compliance Director at Bermello Ajamil and Partners**

May 2000 - April 2008 (8 years)

Code Compliance Director (2005-2008)

Successfully managed a staff of inspectors, plan reviewers and consultants.

Managed over 250 educational facilities projects with an estimated construction value of over \$1 billion.

Responsible for negotiating contracts and additional services directly with client.

Client Manager for marketing all aspects of code compliance practice.

Responsible for financial projections and proposals for the Department.

Developed annual budget for the Department.

Responsible for recruitment and retention of employees within the Department.

Executive Administrative Assistant (2000-2005)

Provided executive support to the Partner-In-Charge, Code Compliance department and architectural staff.

Communicated executive's instructions to various departments.

Coordinated and arranged for meetings, conferences, and travel, including preparation of itineraries and agenda.

Screened e-mails to insure all deadline requests were properly met.

Composed and reviewed correspondence for content and accuracy.

Organized and maintained confidential, business and personal files, including follow-up on pending matters.

Preparation of expense reimbursement reports.

Prepared presentations and other department information.

*6 recommendations available upon request*

### **Senior Administrative Assistant at Wolfberg Alvarez and Partners**

June 1993 - May 2000 (7 years)

Provided executive support to the Vice President of Engineering and the Code Compliance Director.

Provided administrative support to the design team and construction management department.

Managed a detailed calendar, meeting scheduling and travel arrangements.

Distributed and processed all plan review submittals and reports.

Scheduled all inspections and processed inspection reports to the client.

Prepared and tracked all invoices for the Code Compliance department.

*1 recommendation available upon request*

### **Administrative Assistant/Payroll/Human Resources at The Poole and Kent Company**

September 1986 - June 1993 (6 years 10 months)

Provided executive support to the Executive Vice President.

Managed extensive personal and professional calendars.

Arranged for meetings, conferences and travel arrangements.

Prepared correspondence, contracts, proposals, requisitions, purchase orders, memorandums and meeting minutes.

Processed payroll for over 300 employees each week.

Processed fring benefits and pension fund reports covering several union organizations.  
Established Workers Compensation and Safety Program.

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## Education

**Miami Dade College**

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## 7 people have recommended Natasha

"During the 4 years that I worked with Natasha, she demonstrated excellent leadership, management and financial skills. The projects under her direction were all completed on time with nothing but compliments from clients. Natasha was well respected by her peers and her staff."

— **Mark Spanioli, P.E.**, *VP and Director of Civil Engineer, Bermello, Ajamil and Partners*, managed Natasha indirectly at Bermello Ajamil and Partners

"I've had the pleasure of having known Natasha for over 8 years. Natasha has served as a Partner and Director overseeing a substantial department of Code Compliance at one of South Florida's largest Architecture, Engineering and Planning firms. Her leadership skills, construction experience and ability to negotiate the difficult challenges of a technical industry make her an asset to any construction team. Her demeanor and personality make her an invaluable part of any project team. It's my pleasure to recommend Natasha Vidal-Gomez without any hesitation."

— **Lilian Chiu LEED AP**, *Principal In Charge, Morgan Environments*, worked with Natasha at Bermello Ajamil and Partners

"Natasha is well rounded construction management professional with extensive experience in building code compliance, contract management and construction administration. During my tenure at Bermello, Ajamil & Partners (B&A) she ran a department consisting of licensed engineers, architects and code compliance professionals. Although small in size in comparison to other departments, her department was consistently the most profitable and efficient department in the company. She was also responsible for twice being reselected by Miami-Dade County Public Schools to manage their Code Compliance and Inspection contract. Natasha is a highly motivated professional with an excellent work ethic. She will be an asset to any company that hires her."

— **Joe Gomez, PE**, *Partner/Director of Transportation, Bermello, Ajamil & Partners*, worked with Natasha at Bermello Ajamil and Partners

"Natasha's leadership and organizational skills kept the department running smoothly. She worked long hours and since the inception of the department Natasha's hard work is what made it one of the most profitable departments in the company."

— **Maria Garcia**, *Department Administrator, Bermello Ajamil & Partners, Inc.*, reported to Natasha at Bermello Ajamil and Partners

"Natasha is one of the hardest working, honest and dependable persons I have worked with. She is joy to be around and was always on the ball on all of her projects. She turned the department around when she took over the Schools for our company. I not only would recommend her I would hire in a minute."

— **Rusty Cox**, *CADD Manager IT Director, Bermello Ajamil & Partners*, worked with Natasha at Bermello Ajamil and Partners

"I had the pleasure of working with Ms. Natasha Vidal-Gomez for several years at Bermello Ajamil & Partners, Inc. in Miami. Natasha is a wonderful individual and an extremely hard working, dependable and dedicated professional. She would be an asset to any organization. Sincerely, Liana B. Abreu"

— **Liana Perez**, *Executive Assistant, Bermello Ajamil & Partners, Inc.*, worked directly with Natasha at Bermello Ajamil and Partners

"Natasha has extensive knowledge and experience in the workings of an Architectural and Engineering firm. She is very proactive in dealing with potential problems and prioritizes very well."

— **Angel Lorenzo, P.E., LEED AP**, *Director Electrical Engineering, Wolfberg Alvarez & Partners*, managed Natasha indirectly at Wolfberg Alvarez and Partners

[Contact Natasha on LinkedIn](#)