Donna Talley | Special Project Administrator

5261 W Imperial Hwy, Los Angeles, CA 90045 *310-854-6300*
Donna.Talley@efiglobal.com

Professional Summary:

Ms. Talley has over 30 years' experience with Customer Service and Client Retention. She has an excellent background in office management, administrative services, billing, payroll and human resources. In addition, she has excellent organizational and time management skills, is a team player, independent worker, and highly skilled in confidentiality. She has the ability to meet clients request in a quick and efficient manner.

- Maintain and building Clients for life.
- Review of Contracts for billing requirement and meeting clients needs
- Complex Billing Invoices based on client requirements and flexibility to change as project grows.
- Assist in creating change orders and updating budget requirements for project management with Internal and Client Project Managers
- Badging and Confidential Drug Testing for Government project management

Project Experience:

SEMPRA Gas Company, CA (Southern California and San Diego)
Sampling and Monitoring
Managed complex billing for the multiple projects throughout the year, client request follow-up, additional billing items, sample counts and billings from labs for entire projects. Communication with project managers and SEMRA management. Update requirement for safety programs

Hensel Phelps, Los Angeles, CA
Terminal Renovation –Multi Projects
Managed complex billing for the project, assisted with change order request, spreadsheet creation, client request, waivers, SOV requirements, insurance requirement follow up, additional billing items, sample counts and billings from labs for entire project. Communication with project managers.

Delta Airlines, Los Angeles, CA
Terminal Renovation-Multi Projects
Managed complex billing for the project, assisted with change order request, spreadsheet creation, client request, waivers, SOV requirements, insurance requirement follow up, additional billing items, sample counts and billings from labs for entire project. Communication with project managers.

Professional Experience:

EFI Global, Inc.	Special Project Administrator	Los Angeles, CA,	2009-Current
Andersen Environmental	Office Manager	Culver City, CA,	2009-2011
Electric Power Systems Intl.	Office Manager	Orlando, FL,	2005-2009

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Specialized Education:

LAWA Badging and Customs Training
TIPS Train the Trainer
Personnel/HR Assistants Law & the Workplace
Human Resource Audits
New Behavioral Interviewing Techniques: Selection Success!

Education:

Bachelor of Science, Hospitality Management Johnson & Wales University Providence, RI 1988
Associate of Science, Travel/Tourism Management Johnson & Wales University
Providence, RI 1986

Courses Instructed/ Guest Lecturer:

TIPS Train the Trainer	West Palm Beach Marriott	West Palm Beach, FL

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