

# Shonna Martin

## Office Manager

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Background	<p>Shonna began working at Falcon Plumbing in 1999 and has proven to be a tremendous asset to the company. What began as a receptionist role quickly turned into a management position as she took over the positions of several people, including the controller.</p> <p>Shonna handles all human resource divisions from payroll to workers compensation. In 2005 she revamped Falcons safety policy and procedures and created a modified duty program. She also applied for Cost Containment Certification with the State of Colorado. Falcon was granted certification and in August of 2007 the certified status was awarded for another three years due to her diligent work to reduce the overall frequency of workers compensation claims.</p> <p>Shonna manages the accounts payable and receivable departments. She processes all billings, subcontractor payments and lien releases as well as making sure all daily invoices are entered into the system and paid in a timely manner.</p> <p>Shonna works hand in hand with the Falcons Vice President; Charles Lee, to oversee the daily operations of Falcon Plumbing and Heating.</p>
Skills	<p>Shonna works daily and is proficient with the following programs:</p> <ul style="list-style-type: none"><li>Sage Master Builder Construction Management Software</li><li>Corel Word Perfect and Quattro Pro</li><li>Microsoft Office: Excel and Word</li><li>Adobe Acrobat 7.0 Professional</li></ul>
Professional Affiliations	<p>Appointed and commissioned a certified notary for the State of Colorado.</p> <p>Member of the American Society of Notaries.</p> <p>Member of the Grand Junction Chamber of Commerce.</p>

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