



# Sonia Pascual

786-679-6626 | E: psonia1@gmail.com  
Miami, FL 33165

## PROFESSIONAL SUMMARY

Dedicated professional specializing in construction accounting, including Procore and Sage ERP, customer relations and accounting management. Skilled in word processing and accounting software, including Word, Adobe and Excel. Accustomed to meeting tight deadlines. Excellent telephone, filing, interpersonal and organizational skills. Organized and proactive with remarkable project management, communication and planning abilities. Exceptional leader skilled at increasing department efficiency.

## SKILLS

- Proficient in Procore and Sage ERP integrations
- Proficient in Excel, Word, Adobe
- Budgets
- ERP
- Insurance compliance
- Job costing
- Accounts Payable/Receivable
- Payroll
- Contract Agreements
- Light estimating/trade scope writing

## WORK HISTORY

### CONTRACT MANAGER

07/2015 to CURRENT

#### Atlantic Pacific Community Builders | Miami, FL

- Proficient in Procore Construction Software and Sage ERP integration.
- Currently leading and responsible for the implementation of an accounting system to function across all aspects of the company's job costing and financial tracking and reporting.
- Assist Controller in accounting for multi-million dollar construction projects, including all reporting for Affordable Housing projects.
- Analyze and prepare project reports, maintain and document their progress, budgets, and forecasting on a daily, weekly, monthly and yearly basis.
- Review and prepare Subcontractor Agreement Forms.
- Assist Project Managers in creating trade scopes for Subcontractor agreements.
- Acquire and maintain project insurance from Subcontractors, as well as maintaining up to date insurance for all corresponding cities relating to project site.
- Process monthly check runs for all ongoing projects.

- Manage all Notice To Owners and ensure proper documentation of Release of Liens.

#### TEACHER

08/2002 to 07/2015

##### Dade County Public Schools | Miami, FL

- Design and implement lesson plans for three classes: math, science, and geography.
- Restructured classroom policy to reflect my classroom management style of consensus building.
- Counteracted "adolescence" by utilizing cooperative learning with students teaching a chapter and testing themselves.
- Motivated students to enjoy their math more by inviting speakers to class who spoke about the relevance of math to their careers.
- Assessed students' progress daily in math concepts class.
- Utilized spreadsheet software to record grades.

#### ACCOUNTING MANAGER

06/1999 to 08/2002

##### City Construction | Miami, FL

- Accounts Receivable for owners, including Morgan Stanley and Barclay's.
- Prepare all written correspondence, invoice and administrative reports for owners.
- Track budget and prepare quarterly reports.
- Trained clerical staff in accounting computer software.
- Provided clerical support for secretarial and associate staff.

#### ACCOUNTING SPECIALIST

09/1992 to 06/1999

##### Miller & Solomon General Contractors | Miami, FL

- Payroll for 100+ employees.
- Recorded and filed employee benefit, salary and annual evaluation information.
- Prepare all written correspondence, invoice and administrative reports for department manager.
- Prepare all department's computerized graphs, charts and visual presentation aids.
- Standardized department filing system so secretarial staff could easily locate information in any filing center.

## EDUCATION

Master of Science | Education, Reading  
Nova Southeastern University

Master of Science | Education, Elementary Education, Psychology

BS | Elementary Education