

## FIRM

Soteria Company, LLC  
2016 - Present

## AREAS OF EXPERTISE

- Microsoft Office Suite
- Google Drive Suite
- Clicktime Payroll Management
- Gusto Payroll Platform
- Project Insurance
- DBE/SBE Administration
- Quick books and book keeping

## YEARS OF EXPERIENCE

17 Years

## EMPLOYMENT

- Pepper Tree Inc.  
2000 - 2007

## TECHNICAL EXPERIENCE

Ms. Griego has 17 years of experience as an administrator and office manager. She is skilled in the document and payroll software and platforms that support Soteria functions, and supports eight safety and security employees and contractors. Vilma has strong capabilities in communication, organization and multi-tasking.

## RELEVANT AND RELATED ADMINISTRATIVE EXPERIENCE

- Manages daily office operations, communications, and office scheduling
- Plans, schedules and produces all company meetings
- Prioritizes and completes assigned projects by required deadlines
- Facilitates weekly employee and contractor payroll through Clicktime and Gusto
- Responsible for Soteria RFQ responses for potential work
- Data organization and upkeep
- Tracks and manages Soteria certification renewal in numerous states
- Performs general office and bookkeeping duties and miscellaneous tasks as required

## CURRENTLY PROVIDING ADMINISTRATIVE SUPPORT ON THE FOLLOWING SOTERIA PROJECTS

- LAX Automated People Mover Project, Los Angeles, CA
- Redlands Passenger Rail Project, San Bernardino and Redlands, CA
- Edmonton Valley Line LRT Project, Edmonton, Canada
- Metro Crenshaw/LAX Transit Corridor Project, Los Angeles, CA
- Gold Line Foothill Extension Project, Los Angeles, CA