



SOTERIA CO LLC



VILMA GRIEGO

Administrator

17 Years of Experience

Summary of Abilities

Vilma 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.

Areas of Expertise

- Microsoft Office Suite
- Google Drive Suite
- Clicktime Payroll

Management

- Gusto Payroll Platform
- Project Insurance
- DBE/SBE Administration
- Quick books and bookkeeping

Selected Current & Recent Projects

Vilma currently manages company meetings, prioritizes projects to meet deadlines, and manages data organization and upkeep for the following 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

Employment

- Pepper Tree Inc.

