

Andrea Gagliardo

Department Manager



EXPERIENCE

July 2019 - Present

Department Manager, Intertek-PSI,

Office Locations: 1748 33rd, Orlando, FL 32839

Midwest: 104 S. Main St. Vicksburg, MI 49097

Direct and supervise the workflow of assigned team members. Responsible for the development and implementation of departments goals and objectives. Manage professional services contracts and construction contracts. Review and negotiate professional services fee proposals. Manage project documentation and change order proposals. Perform all close-out tasks associated with the completion of all projects and construction contract work. Prepares and submits all related plans, amendments and annual reports as required by State regulations. Responsible for understanding various State programs, rules and regulations. Interacts with clients providing general State code compliance guidance and State rules and regulations. Maintains relationships with State and Local officials and serves as a liaison between State officials and clients.

March 2013 – July 2019

Administrative Assistant, Intertek-PSI

Provide administrative support to department staff to ensure efficient office operation. Responsible for providing general client support and assist clients with general state program guidelines. Prepared state documents, including applications, forms and other supplemental documentation. Assisted manager with daily tasks including uploading client's submittal packages to State site, ordering and releasing of State Insignia's.

