

KRISTINA MONDELLO

CONTROLLER



EDUCATION

Southern New Hampshire University
Degree Pending

J.A.T.C. Local Union 103
Electrical Apprentice Programs

Northern Essex Community College
Accounting

Plymouth State College
Accounting

Kristina "Kris" Mondello is a highly skilled professional with over two decades of experience in the realms of construction, finance, administration, and customer service. Her career, spanning 21 years, includes a notable 12-year period as a Project Coordinator/Administrator. Kris is particularly adept in accounts management, billing, and fostering strong relationships with both customers and vendors. She is recognized for her exceptional interpersonal, organizational, and decision-making skills, making her an effective team leader in results-oriented environments.

In her role as a Contract Administrator from 2008 to 2016, Kris was instrumental in setting up projects in Prolog, establishing and maintaining systems for submittals, RFIs, Proposal Requests, and Supplemental Instructions. She adeptly handled the recording and processing of return submittals using various platforms such as PMWeb, Prolog Converge, iBuild, SharePoint, and Projectmates. Her responsibilities also included the management of AIA documents, maintaining Change Order Logs, and keeping project files organized. Kris was involved in writing PCOs and SIs, coordinating 'Lesson Learned' lunch presentations, and assisting in the preparation of reports and meeting minutes. She played a crucial role in the closeout of projects, ensuring the proper handling of warranties and operation manuals, and conducting submittal reviews.

As a Project Coordinator between 2006 and 2008, Kris managed site photographs, project setups, and maintained stick sets of drawings and project updates. She was responsible for monthly reports to DAS, maintaining a sketchbook, updating project specifications, and ensuring the proper filing of all project-related documents. Her role also encompassed processing subcontracts, PCOs, SIs, job meeting minutes, and various other types of project-related documents. Kris managed the approval of insurance certificates and their entry into the computer system, and was integral in assisting with project closeouts, managing final waivers, warranties, and operation manuals. Additionally, she handled incoming and outgoing correspondence, including mail, phone calls, and technical documents, and was proficient in using Prolog construction software for various administrative tasks.

Kris Mondello's extensive experience and commitment to excellence have significantly contributed to her success in her fields of expertise. Her ability to manage complex projects and maintain strong relationships with all stakeholders is a testament to her exceptional capabilities as a leader and team player.

