



CYNTHIA J. BOTELHO
California Division
Administrative Manager

RESPONSIBILITIES

Ms. Botelho is responsible for overseeing all office management, payroll and certified payroll, project coordination, administrative bid support and job completion for billing purposes and assisting the accounting office with month-end closing. She will be responsible for all in-house accounting functions as soon as the new computer system is operational.

EDUCATION:

- ◆ Moreau High School, Graduated 1974

CERTIFICATIONS/TRAINING:

- ◆ Windows 95 & 98
- ◆ Microsoft Office
- ◆ Peachtree Accounting System
- ◆ Quicken Accounting System

EXPERIENCE

Wells Fargo Bank – Utility Clerk 1974 – 1977

Oakland Cigarette Company – Assistant Office Manager 1977 – 1982

Housewife and Mother 1982 – 1985

Ambo Engineering – Assistant Office Manager 1985 – 1987

White GMC Trucks – Assistant to the Controller – 1988 – 1992

Self-Employed – Various Customers – Accounting & Marketing 1993 – 2000