



SUECAROL BARTOLUCCI

New Mexico Division
Administrative Manager

RESPONSIBILITIES:

Ms. Bartolucci is directly responsible for the implementation and oversight of all administrative procedures in the New Mexico Division. She supervises and coordinates the activities of the administrative staff and is a primary point of contact and interfaces with governmental, local, and state regulatory compliance officers, building owners and occupants, subcontractors and other trades. She is experienced in all phases of project management and provides daily back-up support with project coordination and project management. She submits NESHAP notifications and waste manifests, prepares bid submission documentation, performs project set-up (including contracts, insurance and bonding), project tracking, project invoicing and project close-out.

EXPERIENCE:

Ms. Bartolucci joined **SHC** in 1989 and has extensive experience with contract administration, regulatory compliance, program documentation development, process implementation, record management, document control, and project tracking.

EDUCATION:

- ◆ BA, Business Administration College of Santa Fe, New Mexico
- ◆ San Francisco State University, Speech and Communication
- ◆ Albuquerque Technical Vocational Institute, Programming and Accounting

CERTIFICATIONS/TRAINING:

- ◆ OD Secret Clearance (Inactive)
- ◆ Dale Carnegie Seminar
- ◆ 8-Hr. DOT Hazardous Materials Transportation Training
- ◆ 8-Hr. Hazardous Materials Awareness
- ◆ Hazardous Materials Employee Training
- ◆ Asbestos NESHAP Training
- ◆ OSHA Construction Safety Awareness Course
- ◆ Confined Space Entry Certification
- ◆ Lead-Based Paint Awareness
- ◆ Lead Exposure in Construction Seminar
- ◆ 4-Hr. RECRA Landfill Disposal Restrictions Review
- ◆ 8-Hr. RECRA Regulations Review
- ◆ Certificate of Proficiency Data Processing (T-VI)
- ◆ Certificate of Proficiency Basic Programming for Business (T-VI)
- ◆ First Aid - CPR Certified