



# EXECUTIVE ASSISTANT WHO ENSURES TEAM EXCELLENCE

Exceptionally organized and detail-focused professional with 11+ years of experience in project management, insurance coordination, and contract compliance. Proven track record in managing complex projects and delivering innovative solutions.



VISCO

**MALIA LONG**  
EXECUTIVE ASSISTANT  
PROJECT ENGINEER



## EXECUTIVE ASSISTANT / PROJECT ENGINEER

VISCO LLC

Managed construction documents, ensuring compliance with insurance and contracts while coordinating projects seamlessly. Expert in document management systems and process improvements. Rebuilt a comprehensive compliance program.



## PROJECT ASSISTANT

WADMAN CORPORATION

Interfaced with diverse major clients and developed a compliance program for a national retail client. Fostered strong subcontractor and owner relationships.



## FRONTEND MANAGER

TARGET

Delivered exceptional customer service, managed front-end operations, reconciled cash registers, and created schedules for front-end staff.

## KEY RESPONSIBILITIES

- Project Management
- Executive Support
- Insurance Coordination & Compliance
- Contract Compliance
- Vendor & Subcontractor Relations
- Process Improvement
- Strong Communication & Interpersonal Skills
- Budget Development & Controls
- Proficiency in Software Tools: Microsoft Suite, Bluebeam, Procore

## EDUCATION & CERTS

- Highschool Diploma
- Procore Certified
- Power Communications – Rapport
- Leadership Breakthrough One – Rapport