

Malia Long

PROJECT MANAGER



Professional Summary

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.

Experience

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.

Front-End Manager TARGET CORPORATION

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 & Certifications

- Procore Certified
- Power Communication – Rapport
- Leadership Breakthrough One - Rapport

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