



Mrs. Henson supports our Project Managers and Superintendents by assisting with contract tasks. Such tasks performed are Submittals, Pay Applications, Transmittals, RFIs, RFP Responses, NOI's and other administrative duties. She performs high level security badging for subcontractors at the Center for Disease Control & Prevention. Also coordinates with the subcontractors to get badging access to any and all military bases that CincoVega obtains work with. Emily is equipped with an Accounting Degree from West Ga Tech.

Emily Henson, Contract Administrator

Duties Performed

- Generating Submittals and Transmittals
- Creating Close Out Documents
- Project Procurement & Bid Proposal Preparations
- Writing Subcontracts
- Complete Requests For Information (RFI)
- Responsible for inputting all Vendor and Subcontractors Insurance and W-9 information into system.
- Maintaining accurate and detailed meeting minutes for all active projects.
- Maintains excellent computer skills.
- Accounts Payable; Responsible for all billing and invoices
- Responsible for all Subcontractor and Vendor information records
- Compiles As-Builts for submission
- Completes all level badging for subcontractors at all facilities
- Generate Proposals, Safety Plans, Quality Control Plans, Erosion Control Plans, Accident Prevention Plans.
- CincoVega payroll entry

Education

*Associate's Degree, Accounting, West Georgia Technical College, 2014