

# Geisell Orozco

Contract Admin. Manager | Northern California

## BIO

Geisell, who brings over 24 years of experience in the Construction industry, oversees the Contract Administration and provides support to the Estimating staff, ensuring smooth operations and compliance with various administrative tasks. She is responsible for managing contracts, evaluating all labor compliance for public and federal projects, and special insurance requests. She tracks job completions, close-outs, and reviews all billings for guaranteed accuracy. Additionally, she handles general office functions such as maintaining supplies and office equipment. Playing a pivotal role in training and evaluating staff, maintaining departmental policies and procedures, and facilitating coordination with other departments, she contributes to the organization's efficient functioning and regulatory adherence.

## CERTIFICATIONS/TRAINING

- > State Of California, Notary Public



**24** | YEARS OF EXPERIENCE

## CONTACT INFO

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## LOCATIONS

- 📍 Northern California

## BAYVIEW DIVISIONS

