

# Geisell Orozco

Contract Admin. Manager | Northern California

## BIO

Geisell's primary responsibilities include contract processing, project billings, obtaining insurance certificates, special insurance requests, change order requests, and project documentation. Geisell prepares certified payroll and provides support to the company's Estimating staff, and is responsible for completing the company's pre-qualification forms. She also maintains the business licenses for the Northern California region.

## CERTIFICATIONS/TRAINING

- > State Of California, Notary Public



**21** | YEARS OF EXPERIENCE

## CONTACT INFO

- 📞 (510) 562-6181
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- ✉️ gorozco@bayviewservices.com

## LOCATIONS

- 📍 Northern California

## BAYVIEW DIVISIONS

