

# Sandra Puanani Quinsaat

GOV. MSG. NO. 768

## OBJECTIVE

Challenging experiences for continual growth in culture and business

## EXPERIENCE

2005-2008 Grand Hyatt Kaua'i Resort & Spa Koloa, HI

### **Engineering Division Project Manager**

- Contract Administration, contract processing legal documents for the hotel working with capital budgets.
- Instrumental in setting annual capital budgets for major hotel renovations.
- Back of house mechanical renovations consist of mechanical systems, kitchen, laundry, generators, central plant, wastewater treatment plant, cooling tower all energy management systems.
- Front of house public areas renovations include, guestrooms ballrooms, swimming pool, re-carpeting, furniture, decorative lighting, painting, millwork, artwork replacement and restaurant renovations.

1990-2005 Hyatt Regency Kauai Resort & Spa Koloa, HI

### **Engineering Division Executive Administrative Assistant**

- Contract Administration, contract processing legal documents for the hotel working with capital budgets.
- Maintain legislated programs, i.e., OSHA, EPA, FCC, Life Safety Systems and Energy Management for the hotel.
- Daily operations include dispatching, PO processing, and strong administrative assistance to mechanical, maintenance, water-features, wildlife, and landscaping managers, and maintaining mandatory training programs for each trade level.
- Hawaiian Protocol Committee

1988-1990 Takenaka International (U.S.A.), Ltd. Koloa, HI

### **Secretary**

- Provided secretarial support with correspondence, extensive filing of blueprints and submittals/transmittals, compile specification logbooks during construction phase of hotel.
- Assisted Quality Assurance with meeting minutes, punch lists and walkthroughs.
- Radio dispatching to field units, heavy telephones.

1986-1988 Island Int'l Transport Moving Company Lihue, HI

### **Office Assistant, Inbound Shipper**

- Data processing billing invoices for freight forwarding and storage units.
- Organize and prepare documentation for inbound shipments; international working with US Customs, and shipments within the United States.
- Blueprint copying.