

# Tracy Sweeney, Office Manager

HCA's Office Manager is Tracy Sweeney. She has been with HCA since 2012.

## **AREAS OF EXPERIENCE**

- Human Resource Management
- Accounts Payable & Receivable
- Office Administration
- Contract Administration

Tracy Sweeney has worked in Human Resources for 8 years and has over 10 years experience in office administration as well as contract administration. She worked for American Savings Investment Services as an office receptionist and was quickly promoted to executive secretary. Ms. Sweeney also worked for General Growth Properties as a human resource administrator. As office manager, she creates and maintains computerized spreadsheets, databases and tracking for various projects. As contract administrator she assists the Construction Managers in the administration of various projects including computerized document control for file management and correspondence tracking, submittal and RFI processing, Blue-Book construction equipment catalog maintenance and scheduling of OAC meetings.

## **RECENT PROFESSIONAL BACKGROUND AND EXPERIENCE**

- 2012 – Present HCA Consulting Group International, Office Manager
- 2003 - 2011 General Growth Properties, HR Administrative Assistant
- 2000 - 2003 American Savings Investment Services, Inc., Executive Secretary

## **CONTRACT ADMINISTRATION OF CONSTRUCTION MANAGEMENT PROJECTS**

- American Cancer Society (May 2015 – Present) – Construction Consulting Services of \$8 million Hope Lodge Hawai'i, development of a three-story, 22,000 square foot elevated building, which will provide temporary lodging to ambulatory patients undergoing outpatient cancer treatment (Downtown, Honolulu, Oahu)
- Sheet Metal Workers' International Association, Local 293 (May 2015 – Present) – Construction Manager of \$1.5 million Interior Renovations of future Union and Trust offices (Honolulu, Oahu)
- City & County of Honolulu (July 2013 - Present) – \$5.4 million Airport Sewer Rehabilitation/Reconstruction - Phase 2, Job No. W10-12 (Honolulu International Airport, Oahu)
- City & County of Honolulu (March 2012 – August 2012) – \$0.3 million Sewer Manhole & Pipe Rehabilitation at Various Locations, Phase 2, Job No. W5-09 (Nimitz Highway, Oahu)
- City & County of Honolulu (March 2012 – August 2012) – \$3.9 million Kalakaua Avenue Sewer Rehabilitation, Job No. W6-06 (Kalakaua Avenue, Oahu)

## **ASSISTANCE ON CONSTRUCTION MANAGEMENT PROJECTS**

- University of Hawaii at Manoa (April 2015 – September 2015) – Construction Inspector of \$0.3 million Repave Fleet Services Lot (Honolulu, Oahu)
- University of Hawaii at Manoa (March 2015 – Present) – Construction Inspector of \$1.5 million Auxiliary Services Building, Health Services Building, and Holmes Hall Upgrade Switchboard (Honolulu, Oahu)
- University of Hawaii at Manoa (January 2015 – February 2016) – Construction Inspector of \$0.7 million Renovation of Buildings 171C, E and H (Honolulu, Oahu)
- University of Hawaii at Manoa (January 2015 – Present) – Construction Inspector of \$1.8 million Center on Disability Studies Renovation of Building 171F (Honolulu, Oahu)
- University of Hawaii at Manoa (July 2014 – April 2015) – Construction Inspector of \$ 0.3 million Physical Plant Green Roof (Honolulu, Oahu)

- University of Hawaii at Manoa (July 2014 – December 2014) – Construction Inspector of \$ 0.2 million Spalding Hall Reroof (Honolulu, Oahu)
- University of Hawaii at Manoa (July 2014 – June 2015) – Construction Inspector of \$ 0.4 million St. John Plant Science Lab, Room 618, General Repairs and Renovations (Honolulu, Oahu)
- University of Hawaii at Manoa (March 2014 – July 2014) – Construction Inspector of \$ 0.6 million PRI Building #1 Reroof (Honolulu, Oahu)
- University of Hawaii at Manoa (April 2013 – July 2014) – Construction Inspector of \$0.8 million Pope Lab Reroof (Honolulu, Oahu)
- University of Hawaii at Manoa (November 2012 – January 2013) – Construction Inspector of \$0.4 million Everly Hall Reroof (Honolulu, Oahu)
- University of Hawaii at Manoa (October 2012 – January 2013) – Construction Inspector of \$1.1 million Les Murakami Stadium Field Lights Replacement (Honolulu, Oahu)
- University of Hawaii at Manoa (September 2012 - Present) – Construction Inspector of \$0.7 million College Hill Reroof, General Exterior Repairs and Miscellaneous Upgrades (Honolulu, Oahu)
- University of Hawaii at Manoa (August 2012 – March 2013) – Construction Inspector of \$3.2 million Women's Locker Room and Nagatani Academic Center Expansion and Refurbishment (Honolulu, Oahu)
- University of Hawaii at Manoa (August 2012 – January 2013) – Construction Inspector of \$4.0 million Modular Buildings for Dance Studio (Honolulu, Oahu)