

Julie Ortiz

Office Manager



Ms. Ortiz has over 10 years experience in the fields of office management, human resources, customer relations and marketing and advertising. Ms. Ortiz's specific day to day duties involve office management, supply inventory, daily administrative work for the President, Tracking all Envirotech projects and proposals, staffing and recruiting, customer relations, marketing, advertising, management of all office staff and training. She also handles planning corporate events and staff facilitating.

Training and Certifications:

- CPR/First Aid
- New Mexico Notary
- 8 Hour Hazwoper Refresher/Technician Level
- Various Training in:
 - Hydrogen Sulfide
 - PPE
 - Norms
 - Fire
 - Fall Protection/Ladders/Scaffolding
 - Emergency Response
 - Welding/Cutting
 - Mechanical Lifting
 - Lock Out/Tag Out
 - Hazcom
 - Confined Space
 - JSA
 - Noise
 - Trenching/Shoring
 - Respirator Awareness

Capabilities:

- Office Management
- Human Resources
- Staffing & Recruiting
- Supervising
- Customer Relations
- Marketing
- Advertising
- Management
- Training
- Corporate Events

Experience:

Envirotech, 2003-Present, *Office Manager*

Rue's Mechanical, 2001-2003, *Office Manager*

Huffaker & Conway, 2000-2003, *Receptionist*

Envirotech, 1998-2000, *Receptionist/Clerk*

Affiliations:

- American Society of Safety Engineers (ASSE)

Contact:

jortiz@envirotech-inc.com

Office (505) 632-0615

Cellular (505) 330-1084