



SONIA GALVAO
BOOK KEEPER / COMPTROLLER

EDUCATION: Essex County College
Associate in Science, Business Administration

JBS PROJECT MANAGEMENT
Brooklyn, NY

Ms. Galvao's responsibilities include full time office management and book keeping for JBS Project Management, LLC, as well as the bookkeeping for JBS projects where required. Ms. Galvao personally oversees the tracking and filing of all office-related and project-related documents, accounts payable & accounts receivable, and serves as the insurance and banking liaison for both the company and its projects. Ms. Galvao also handles the employee relations and customer relations for JBS.

PROJECTS:

FLAVOR PAPER

Project includes the development of the new headquarters and manufacturing plant for Flavor Paper, a custom wallpaper designer and manufacturer. This project involves a 5-story mixed use building which will include the manufacturing facility on the first floor, the showroom and executive offices on the second floor, and residences on the 3rd and 4th floors.

Ms. Galvao is responsible for the bookkeeping of the project, including tracking billing and expenses, compiling & submitting Draw Requests for funding, and maintaining banking records.

219 ST JOHNS PLACE

Project includes the reconstruction of approximately 6,500 SF of residential apartments into three high-end condominiums. The existing building was purchased by a group of development investors assembled for the project.

Ms. Galvao is responsible for the bookkeeping of the project, including tracking billing and expenses, compiling & submitting Draw Requests for funding, and maintaining banking records.

BROOKLYN COHOUSING

Project includes the conversion of a former 35,000 SF factory into 30 residential units, as well as multiple common spaces to be shared among the residents. The building will be designed as an energy-efficient project, and will qualify for NYSERDA grants.

Ms. Galvao is responsible for the bookkeeping of the project, including tracking billing and expenses, compiling & submitting Draw Requests for funding, and maintaining banking records.

10 WEST 57TH STREET

Project includes the gut renovation and complete build-out of 10,000 SF of an existing retail space. JBS was responsible for the complete coordination of the project from design review through project close-out, including oversight of DOB filings and permits and complete supervision of General Contractor and all Subcontractors.

Ms. Galvao is responsible for the bookkeeping of the project, including tracking billing and expenses, compiling & submitting Draw Requests for funding, and maintaining banking records.



55 MERCER STREET

Project includes the complete renovation and restoration of a 21,000 SF cast iron Landmark building in SoHo. The building will consist of four ultra luxury loft-style condominium units ranging between 3,300 and 4,500 SF per unit per unit, and a two-level 8,000 SF retail space.

Ms. Galvao is responsible for the bookkeeping of the project, including tracking billing and expenses, compiling & submitting Draw Requests for funding, and maintaining banking records.

GILD HALL HOTEL

Project includes the interior renovation of an existing 74,000 sq ft hotel in Lower Manhattan. All 126 rooms in the hotel will be renovated along with a new lobby, mezzanine and a Todd English restaurant.

Ms. Galvao was responsible for the bookkeeping of the project, including tracking billing and expenses, reviewing Contractor's Applications for Payment, compiling & submitting Draw Requests for funding, and maintaining banking records.

OTHER PROJECTS

- Yeshivah of Flatbush
- 123 East 12th Street
- 834 Sterling Place
- 402 Avenue U

THE PENSON COMPANIES

New York, NY

Book Keeper / Comptroller

The Penson Companies consists of property management, property redevelopment, and hotel management divisions, involving multiple entities.

During her tenure at Penson Companies, Ms. Galvao was responsible for maintaining records of Accounts Payable & Receivable, obtaining daily/weekly/monthly bank account information and reconciling bank statements, reviewing monthly reports, assisting with Bank Construction Draw requests, and assisting Accountant for Tax Preparation.

SALEM MANAGEMENT

Union, NJ

Accounts Administrator

Salem Management Company is a Property Management company with 45 residential apartment complexes, including approximately 5,000 tenants, as well as multiple commercial properties, throughout New Jersey and the metropolitan area.

Ms. Galvao began as an office leasing agent/administrative assistant, preparing new Leases, renewals, vacates, addendums, etc. After one year, she was promoted to Accounts Payable, in charge of all payables for both the properties as well as the operations & personal expenses for the company. Ms. Galvao reduced the delinquency of open accounts, established new vendor accounts, and maintained billing records for all. Ms. Galvao was also responsible for the properties' utilities, including turning on/off service, tracking usage, and maintaining billing records.



GIBLIN ASSOCIATES ARCHITECTS
New York, NY

Office Manager / Book Keeper

Giblin Associates Architects is an architecture firm specializing in both Commercial and Residential design, with successful projects throughout New York and New Jersey, and across the country.

Ms. Galvao's responsibilities with Giblin Associates included office manager and assistant to the Principal, including such tasks as general office duties, compiling facts & reports for production of Proposals, Contracts, and Marketing Packages, and preparing "General Notes & Specifications" for production of blueprints. Ms. Galvao was also the company's Book keeper, responsible for establishing and maintaining Accounts Payable & Receivable records, Banking, Payroll, and Employee Benefits.