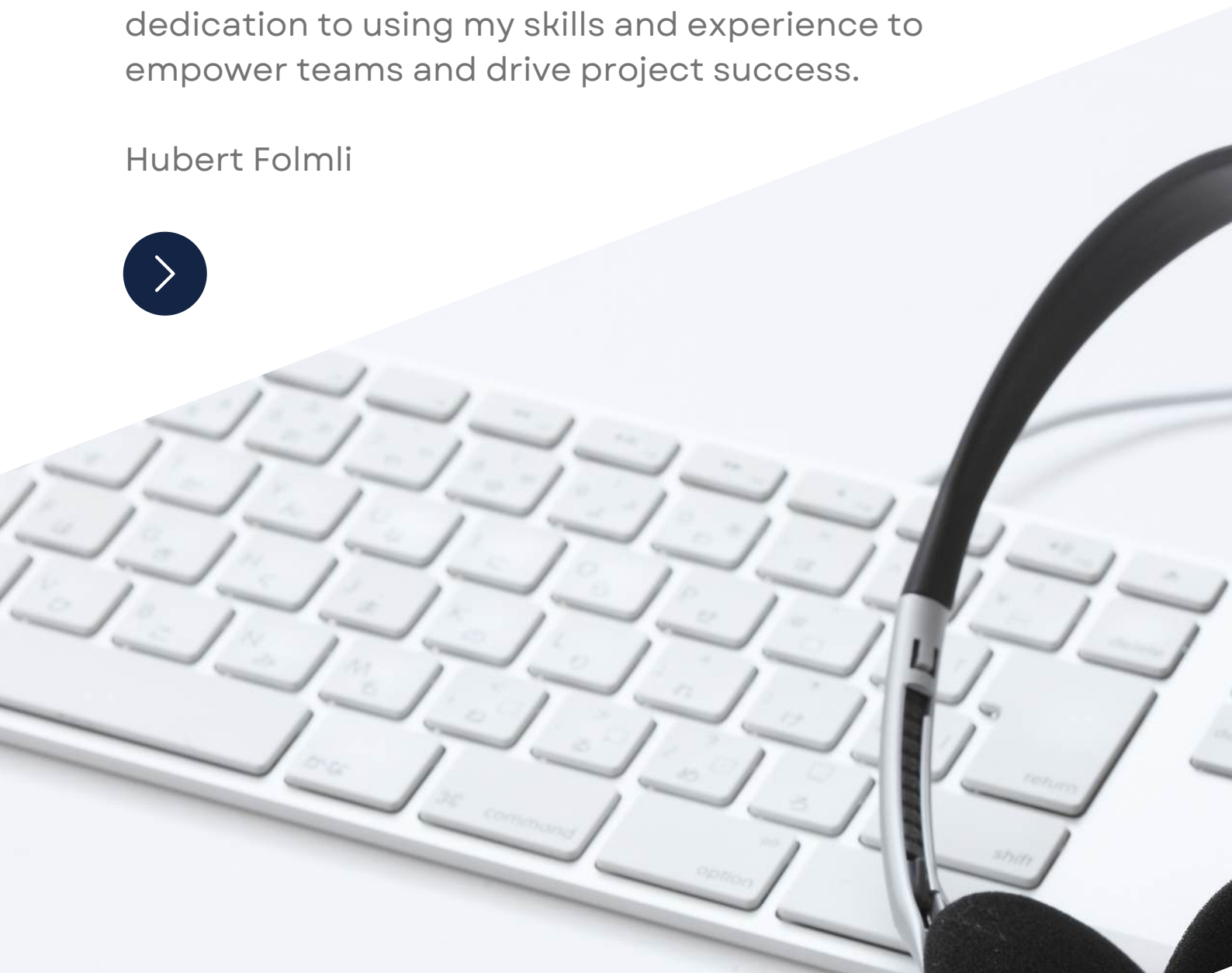


I help businesses thrive by delivering effective project administration solutions that support their operational goals, improve collaboration, and ensure successful outcomes.

My passion for project administration fuels my dedication to using my skills and experience to empower teams and drive project success.

Hubert Folmli





Let's connect: Unlock New Opportunities Together!

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SEPTEMBER
2024

About Hubert Folmi

Vital Skills I Offer for Project Administration Excellence



Organization Skills:

Ability to manage multiple tasks, prioritize effectively, and keep projects on track and deadlines are met

Communication Skills

Effective communication skills at all level.

Problem-Solving Skills

Strong problem -solving and analytical skills.

Attention to Detail

All aspects of a project are accurately monitored and managed,



Education

2024 Xero advisor certified and Xero payroll certified

2023 Advanced Microsoft Project

2023 Procore Admin Certification

2023 Procore Financial Management – Head Contract

2023 Procore Project Management – Head Contract

2023 Procore Project Manager Quality & Safety

2021 Certificate IV in Finance and Mortgage Broking





5+ years experience with Carpentry, and Wall & Ceiling Trade Contractors

I have collaborated with several outstanding carpentry and wall & ceiling trade contractors over the years, contributing to more than 20 construction projects across residential, commercial, and industrial sectors on the Gold Coast and in Brisbane.

Key Responsibilities:

Starting from initial setup till handover.

Coordinate with the project team - Project manager, site manager and workers.

Liaise with suppliers

Ensure all project variations were properly priced and claimed

Process and approve progress claims for payments and monthly cost reporting.



Case Project

Residential

Luxury Residential Project NSW 2023 / 2024



In October 2023, a NSW builder sought a remote project administrator with expertise in Procore and construction experience. I was fortunate to be engaged for this role, and I successfully contributed to the project, which was completed in September 2024.



Project Key Responsibilities:

Manage project budgets, costs, variations, and progress payments.

Coordinate procurement activities, including subcontractor awarding.

Manage all commitments, purchase orders including Change Events.

Document control of construction drawings and necessary documentation.

Process and review invoices ensuring accuracy in financial reporting and adherence to budgets.

Assisting Project Manager with tracking contract variations and RFIs.

Providing admin support to all management staff as needed.

Software tools include Procore & Excel.

Tender Board >
New Project ESTIMATING
Overview Documents Takeoff Estimating Tender

Estimate Overview

Estimate Name: New Project Project Number: []
Project Description: []
Estimator: [Office]
Measurement System: Metric Square Meters: []
Due Date: [] Due Time: []
Estimate pricing: Unlocked

Customer Information

Customer Company: [] + Add Customer
Project Address: []

Description	Original Budget Amount	Budget Modifications	Approved Head Contract Variations	Revised Budget	Pending Budget Change	Projected Budget	Committed Costs
300.490L Construction Costs Windows & Doors Labor	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
300.720L Construction Costs Waterproofing Labor	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
300.740L Construction Costs Tiling Labor	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
300.760L Construction Costs Floor Finishes Labor	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
300.790L Construction Costs LPL Labor	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
300.800L Construction Costs Landscaping Labor	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
300.820L Construction Costs Fencing Labor	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
300.840L Construction Costs Miscellaneous Labor	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
300.880M Construction Costs Furnishings, Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
300.900L Construction Costs Specialties Labor	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
300.1000O Construction Costs Markup-Building's Margin/Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Construction Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Site Team							
Subtotal Construction Site Team	\$691,600.00	\$0.00	\$0.00	\$691,600.00	\$0.00	\$691,600.00	\$0.00
Pre-Construction Costs							
Subtotal Pre-Construction Costs	\$103,200.00	\$0.00	\$0.00	\$103,200.00	\$0.00	\$103,200.00	\$0.00
Grand Totals	\$794,800.00	\$0.00	\$0.00	\$794,800.00	\$0.00	\$794,800.00	\$0.00

Documents Search in this project [] Add Filter []

Standard Project Template


- 00 Tender
- 01 Drawings and Schedules
- 02 Authority Approvals
- 03 Head Contract Admin
- 04 Subcontractor Admin
- 05 Site Management
- 06 Handover
- 07 INTERNAL DOCUMENTS

Name	Created On
00 Tender	29/09/20
01 Drawings and Schedules	29/09/20
02 Authority Approvals	29/09/20
03 Head Contract Admin	29/09/20
04 Subcontractor Admin	29/09/20
05 Site Management	11/11/20
06 Handover	29/09/20
07 INTERNAL DOCUMENTS	29/09/20



Commercial

Commercial Project – Office Fitout 2024



In March 2024, a NSW builder sought a remote project administrator with Procore expertise and construction experience for an exciting Commercial Office Fit-out in Sydney. I was thrilled to step into this role, where I made significant contributions throughout the project, culminating in its successful completion in August 2024.



Commercial

Commercial Project – Club in NSW 2024

Stage 1 included a new commercial kitchen, bathrooms and replacement of plumbing, floor and roof items.



Tenders

Tender Management-Quote Requests

The Customer Service Outbound Call Program was implemented by the client to improve the success rate of quotes received on time, reducing potential estimating risks, and aligning with current market costs. This initiative significantly enhanced the client's competitiveness in the tender market while ensuring a profitable project from the outset.

Software Tools include client inhouse tender management software and Aircall to make the calls.



The Tender Management-Quote Request Customer Outbound Call Program focuses on the following KPIs:



60%

Call Pickup Rate:
Calculated at the rate of calls made to calls answered.



2 minutes

Average Call Duration:
This refers to the average conversation time.



4 minutes

Average Handling Time:
It includes the time spend talking with the customer and the time spent on any follow-up tasks (after call work).





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Thank You