

## Marianne Dooley, Office Manager



### PROFESSIONAL EXPERIENCE

As the Office Manager, Marianne supports all lines of business including Project Management, Estimating, Accounting, Marketing and Sales. She is involved in the implementation and servicing of employee benefits, such as Health, Dental, Flexible Spending, Retirement and COBRA administration. Marianne supervises the interviewing, hiring, training, performance evaluations, salary increases and training of administrative staff.

### TRAINING

OSHA  
Safety and Hazard

### EDUCATION

Aquinas Junior College  
Associates Business Administration

Newbury College

Maintains an Ongoing Continuing Education Program

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From a Clients Point of View