



Areas of Expertise

- ▶ Executive Assistant
- ▶ Accounts Receivable & Accounts Payable, Payroll

Education

- ▶ Associates of Arts, Business Management, 1992

Certification

- ▶ Notary Public

Mercedes L. Quinones joined Luke Transportation Engineering Consultants, Inc. in February of 2003 with over twenty-eight years experience as an Executive/Office Administrator. Her areas of expertise include: Accounts Payable; Accounts Receivable; Payroll; Marketing, and General Office Administrative Duties. Having worked within the Manufacturing, Civil and Urban Planning & Design industries, Mercedes is well versed in all local and regional issues, and her experience has included both public and private projects.

As Executive/Office Administrator, Mrs. Quinones is responsible for all aspects of the company's accounts receivable, collections issues, bank and payroll reconciliation, and all office administrative procedures.

Professional Experience

- FDOT - District Five Traffic Operations Continuing Service Contract - Traffic Incident Management Program
- The Williams Companies Development Regional Impact (DRI)
- Bridgewater Specific Area Plan (SAP) in Horizon West
- St. Johns County Corridor Study