

Building Tomorrows Future Today...



1700 10th St.
Alamogordo, NM 88310
575-437-7816

Carleigh Carroll

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Executive Administration Assistant

2025-2026 (1Year) | White Sands Construction, Inc.

- Executive Administration Assistant to the President
- Provides direct administrative support to executive leadership
- Maintains confidential files and sensitive company information
- Maintains organizations of files and records
- Run business-related errands to support field and office operations
- Edit company and subcontractor information within Procore software
- Assists with daily office operations to ensure efficiency and organization
- Match purchase orders to bank statements to verify accurate transactions
- Fills in as front desk coordinator as needed
- Pick up and deliver project plans, ensuring timely distribution and updates

Licenses, Training & Certifications

- State of New Mexico Notary Public Official
- Procore – Project Management Software
- Sage 100 Contractor
- AED & CPR Certified