

# CALCIMA

California Construction And Industrial Materials Association

## **COURTNEY OROZCO**

*Office Administrator*



**Courtney Orozco** joined the California Construction and Industrial Materials Association as the Administrative Assistant in 2012 when she was hired to assist with the Education Conference. In 2018, she was promoted to Office Administrator.

As the frontline ambassador for the organization, Courtney is the first point of contact for all event and meeting related assistance. She handles onsite support at events, catering, speaker coordination and sponsorship fundraising. She processes event registrations and dues payments and handles accounts receivables

and collections.

Under the direction of the Chief of Operations, Courtney's other job duties include membership services support where she provides database management, data entry, production of annual directory and coordination of the truck ID program. Other job duties include maintaining the CalcCIMA online job board, website support, updates and assigning and assisting member login credentials for the CalcCIMA website.

*Contact Courtney*

Email: [corozco@calcima.org](mailto:corozco@calcima.org)

Office: 916.554-1000 ext. 104

**WWW.CALCIMA.ORG**