

Adrienne Collins

Project Administrator

With over 20 years in the construction industry, Adrienne has experience with all aspects of office administration and project administration including project setup and maintenance of project documentation, insurance compliance, preparing and tracking owner and subcontractor change orders, processing submittals and RFIs, and managing close-out procedures and warranty documents.

At D&H, she prepares subcontracts and processes submittals, RFIs, ASIs, and subcontractor change orders throughout the project. Her additional job duties include prequalifying subcontractors, setting up job sites, preparing reports, monitoring close-out requirements, labor compliance, and archiving documents.

24 Years of Industry Experience



 adrienne@dh-construction.com

 (510) 237-7883

Education

Ohlone Junior College: Associates Degree in Fine Arts