

Kathryn Stevens

Labor Compliance Administrator

With a background in construction project administration and customer service, Kathryn is a detail-oriented, results-driven team member who provides essential administrative and compliance support across multiple projects.

In her role at D+H, Kathryn serves in a project administration support capacity, assisting project teams with the processing and tracking of submittals, RFIs, ASIs, and subcontractor change orders. She also plays a key role in subcontractor labor compliance, supporting labor and wage requirements by assisting with subcontractor prequalification, onboarding, documentation tracking, and coordination related to labor compliance reporting.

Additional responsibilities include supporting job site setup, preparing project reports, monitoring close-out documentation, and maintaining organized project records and archives. Kathryn's attention to detail and collaborative approach help ensure projects remain compliant, well-documented, and efficiently supported from start to finish.



✉ kathryn@dh-construction.com

☎ (510) 237-7883

Education

10 Diablo Valley College: Associates Degree
Years of Industry Experience

Experience

- > Office Management
- > Sales Management
- > Team Management
- > Quality Control
- > Project Management

Certifications/Training

- > Certificate: OSHA-30
- > Certificate: Senior Professional in Human Resources