

Kathryn Stevens

Project Administrator

With a background in construction project administration and customer service, Kathryn is a detail-oriented and results-driven team player. Kathryn supports multiple projects.

As a Project Administrator for D&H, she 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, safety compliance, and archiving documents.



✉ kathryn@dh-construction.com

☎ (510) 237-7883

9 Years of Industry Experience

Education

- > **Diablo Valley College:** Associates Degree

Experience

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

Certifications/Training

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