Tori Hunter

Project Administrator

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(510) 237-7883

With over 20 years in the construction industry, Tori has handled all aspects of office administration and assistant project management, including organizing job walks, preparing bid proposals, owner contract compliance, insurance compliance, tracking owner and subcontractor change orders, coordinating subcontractors and inspections, and managing close-out procedures and warranty documents.

As a project administrator at D&H, she assists in preparing bid proposals, provides subcontractor bid analysis, 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, safety compliance, and archiving documents.

27 Years of Industry Experience

Education

- **Contra Costa College, CA:** Administration of Justice (1995-97)

Certifications/Training

- California Certified Notary Public