

CONSTRUCTION ADMINISTRATION SERVICES

with **LINDSEY**
c.A.J.A. h.R.e.S.®



GIRL IN THE CHAIR consulting



SUMMARY

IN THE DYNAMIC REALM OF CONSTRUCTION, WHERE HEROES WIELD THEIR TOOLS & VILLAINS PLOT THEIR MISCHIEF; I PROUDLY EMBRACE MY ROLE AS THE WITTY SIDEKICK BEHIND THE DIGITAL CURTAIN. ARMED WITH A KEYBOARD & A KNACK FOR PROBLEM-SOLVING, I NAVIGATE THE VIRTUAL LANDSCAPE WITH FINESSE. WHILE HEROES SHOWCASE THEIR STRENGTH & VILLAINS HATCH THEIR SCHEMES, I BRING A TOUCH OF HUMOR AND EFFICIENT COORDINATION TO ENSURE EVERY PROJECT IS A RESOUNDING SUCCESS!

TOGETHER WITH THE ON-SITE HEROES, WE FORM AN UNBEATABLE TEAM; BLENDING THEIR BRAUN WITH MY BRAINS TO CREATE ARCHITECTURAL MARVELS THAT DEFY EXPECTATIONS.

CAPABILITIES

AT GIRL IN THE CHAIR, WE OFFER COMPREHENSIVE BACK-END CONSTRUCTION ADMIN SERVICES TO OPTIMIZE YOUR PROJECTS. WE HANDLE A WIDE ARRAY OF TASKS INCLUDING:

SUB/VENDOR MANAGEMENT | BID SOLICITATION | ESTIMATES
INVOICES | CHANGE ORDERS | RFIS | SUBMITTALS | PROCUREMENT
BOOKKEEPING | ESTIMATING | SCHEDULING | PROJECT MANAGEMENT

ADDITIONALLY, WE ANALYZE & OPTIMIZE YOUR BUSINESS PROCESSES, DEVELOP CUSTOMIZED SOP'S AND SOFTWARE RECOMMENDATIONS TO STREAMLINE OPERATIONS

BENEFITS

COST SAVINGS

ELIMINATE THE NEED FOR HIRING FULL-TIME EMPLOYEES SAVING YOU COSTS ASSOCIATED WITH SALARIES, TAXES, AND BENEFITS

EXPERTISE & EFFICIENCY

OUR EXPERIENCE ENABLES US TO EASILY ADAPT AND MAKES ONBOARDING A NEW ASSOCIATE A BREEZE. WE WILL LOOK AT YOUR CURRENT PROCESS AND PROVIDE RECOMMENDATIONS TO OPTIMIZE YOUR BUSINESS

CUSTOMIZED SOLUTIONS & FLEXIBILITY

TAILORED SOLUTIONS TO MEET YOUR UNIQUE NEEDS. PROVIDING FLEXIBILITY IN PROJECT SCOPE, SIZE, AND DURATION

CLIENT PORTAL | GOOGLE DRIVE | E-SIGNATURES

CONSTRUCTION SOFTWARE

PROCORE | BUILDTREND | BUILDTOOLS
REDTEAM | BUILDINGCONNECTED | BUILD

OTHER PROGRAMS

QBO | OFFICE | IOS | PLANSWIFT
MEASURE | MONDAY | ASANA | GANTER
ADOBE PRODUCTS | CANVA | PUBLER
& MANY MORE!

PAYMENT OPTIONS

PER PROJECT | PER TASK
HOURLY RATE | WEEKLY RETAINER
ACH | PAYPAL | CREDIT CARD

TIME TRACKING

ALL TIME SPENT ON WORK IS RECORDED
AND SUBMITTED ALONG WITH INVOICE AND
MADE AVAILABLE ON THE CLIENT PORTAL

ADDITIONAL SERVICES

SOP'S & PROCESSES
SOCIAL MEDIA MANAGEMENT
& CONTENT CREATION
GRAPHIC DESIGN
COMPANY BRANDED APPAREL
MARKETING MATERIAL
PRINTING SERVICES

CONTACT US TODAY
TO DISCUSS
YOUR PROJECT
NEEDS



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