

# CONSTRUCTION ADMINISTRATION SERVICES



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*Because every superhero...  
needs a 'girl in the chair'*

## SUMMARY

IN THE DYNAMIC REALM OF CONSTRUCTION, WHERE HEROES WIELD THEIR TOOLS AND VILLAINS PLOT THEIR MISCHIEF, I PROUDLY EMBRACE MY ROLE AS THE WITTY SIDEKICK BEHIND THE DIGITAL CURTAIN. ARMED WITH A KEYBOARD AND A KNACK FOR PROBLEM-SOLVING, I NAVIGATE THE VIRTUAL LANDSCAPE WITH FINESSE. WHILE THE HEROES SHOWCASE THEIR STRENGTH AND THE 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 ADMINISTRATION SERVICES TO OPTIMIZE YOUR CONSTRUCTION PROJECTS. WE HANDLE A WIDE ARRAY OF ADMIN TASKS INCLUDING:

SUB/VENDOR MANAGEMENT, BID SOLICITATION, ESTIMATES, INVOICES, CHANGE ORDERS, RFIS, SUBMITTALS, AND PAPERWORK MANAGEMENT. WITH OUR PROJECT MANAGEMENT SOLUTIONS WE ASSIST WITH PROJECT PLANNING, SCHEDULING, BUDGETING, AND ESTIMATING.

ADDITIONALLY, WE ANALYZE AND OPTIMIZE YOUR BUSINESS PROCESSES, DEVELOP CUSTOMIZED SOP'S AND RECOMMEND SOFTWARE/PROGRAMS TO STREAMLINE YOUR 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 BRINGS WITH US SPECIALIZED KNOWLEDGE IN STREAMLINED PROCESSES, ENSURING EFFICIENT HANDLING OF ADMINISTRATIVE TASKS AND PROJECT OUTCOMES

### **CUSTOMIZED SOLUTIONS + FLEXIBILITY**

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



## LINDSEY CALABRESE

THE GIRL IN THE CHAIR  
SHE-E-O  
COMMANDER IN CHIC

XOXO