

## PERSONNEL PROFILE

**Gina Spears**  
**Contract Administrator**



## LENGTH OF SERVICE IN THE INDUSTRY

Since 1984

## RESPONSIBILITIES

Construction management support including: Contracts, Subcontracts, Change Orders, Purchase Orders, Bonds, Insurance, Submittals, RFI's, Change Requests, Drawings, Meeting Minutes, Closeout Documents, Qualification Statements, Estimating support and other responsibilities as assigned.

## EDUCATION & PROFESSIONAL STATUS

Accounting, Belmont College

## PRIOR CONSTRUCTION EXPERIENCE

Ohio Valley Construction Employers Council, Administrative Manager

Kraus-Anderson Construction Company, Project Assistant

Laborers' Local Union #1149, Office Manager