

## Dee Falls

### *Director of Administration*

Dee began her career in the construction industry as an Administrative Assistant for a General Engineering contracting firm in 1987 with various responsibilities, including: accounting, payroll, dispatch and bid proposal preparation. In 1997, Dee joined Staples Construction working closely with the President in areas of administration, marketing and general office management. She oversees all administrative functions of the corporate and satellite offices. Since 2002, her emphasis has been on Multi-Job Order Contract Administration, totaling approximately \$60 million.

## PROJECT EXPERIENCE

### **Ventura, CA**

From Corporate Headquarters, oversees every aspect of administration including office management and marketing. Works integrally with President on all daily activities. Internally works with staff, monitoring contracts, change orders, purchase orders and correspondence. Arranges and coordinates bonding for construction projects. Administers job maintenance Expedition software and acts as liaison for company wide IT activities. Instrumental in establishing employee handbook, policies and procedures for Corporate and all satellite locations.

### **Inland Empire**

Provided administrative functions for over \$29 million in projects; including, design-build and new construction of several transportation and distribution facilities, site work, office buildings and tenant improvements.

### **San Diego, CA**

Since the opening of this office in 2005, provided support and guidance to the regional office staff in setting up procedures and project management from startup through and including close-out documentation.

### **Northern California**

Actively involved in all administrative duties for the Northern California area, including preparation of contracts, change orders, purchase orders and billings for more than 30 Public-funded Job Order Contracts since 2002. Works closely with Project Managers and Project Coordinators in all aspects of the Job Order contracting program. Responsible for setting up a tracking system to monitor all orders.

### **Illinois**

From the inception of this satellite office in 1997, activities have included preparation of owner and subcontractor contracts, change orders, billings and close out documentation. This area has successfully completed over \$30 million in Design-Build and construction projects.

### **East Coast**

Actively supported administrative functions in successfully completing \$10 million in major renovations for Transportation and Auto Import facilities in Columbus, Ohio; Parkersburg, West Virginia and Baltimore, Maryland.