

Kathryn Stevens (copy)

Project Administrator

Estelle brings a wealth of experience in project team support, contract and change management, insurance compliance, and construction administration. Known for a friendly, customer-service-oriented approach, Estelle combines professionalism with a strong work ethic and a true passion for the industry. With excellent time management skills and the ability to prioritize tasks, she excels in organizing workflow and meeting tight deadlines while maintaining high-quality results. As a dedicated and self-motivated team player, Estelle consistently takes on additional responsibilities to ensure team goals are met and projects run smoothly.

As a Project Administrator for D&H, Estelle 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.

24 Years of Industry Experience



✉ estelle@dh-construction.com

☎ (510) 237-7883

Experience

- > Project management
- > Project team support
- > Contract/change management
- > Insurance compliance

Certifications/Training

- > Certificate: OSHA-30
- > Certificate: CPR/First Aid