

Kimber Dennison

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Comptroller & Contract Administration

2007–2026 (19 Years) | White Sands Construction, Inc.

- Provides oversight of company financial controls, reporting, and project cost tracking.
- Manages complete contract administration, including contract buyout, subcontract agreements, purchase orders, and change orders.
- Oversees project closeout processes, including warranties, lien releases, O&M manuals, as-builts, & final deliverables.
- Coordinates pay applications, schedules of values, subcontractor pay requests, lien waivers, and final accounting with Project Managers and Owners.
- Orders and tracks bid bonds and payment and performance bonds.
- Processes and tracks insurance compliance for all projects.
- Tracks retainage, contract compliance, and final payment processing.
- Logs and tracks warranty requests through completion.
- Supports audits, reconciliations, & financial reporting related to completed projects.
- Attends preconstruction and construction progress meetings as required.
- Supports LEED AP BD+C efforts by tracking and documenting project credits.
- Assists Project Managers with daily project administration and closeout activities.

Licenses, Training & Certifications

- Associate Degrees in Education and Undesignated Studies
- LEED Accredited Professional (AP) – Building Design + Construction (BD+C)
- Microsoft Office & Project Software Proficiency
- Primavera Scheduling Software Training
- OSHA 10-Hour and 30-Hour Construction Safety Training
- Green Business Certification Inc. (GBCI) Continuing Education Units
- American Institute of Architects (AIA/CES) Continuing Education Units
- State of New Mexico Notary Public
- Clean Edison LLC - Professional Training
- Walmart Construction Training - Superintendent & Project Manager
- Fugitive Dust Control Workshop (2022)