

**Building Tomorrows Future Today....**



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ALAMOGORDO, NM 88310  
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## **Kimber Parsons**

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### **Controller/Contract Administrator**

2022 - 15 Years - White Sands Construction, Inc.

- Complete contract buy out; Issue Subcontract Agreements and Issue Purchase Orders, Issue Change Orders.
- Process project Close-Out, including Warranties, Lien Releases, O & M Manuals, As-Builts and all other required items.
- Order Bid Bonds and Payment & Performance Bonds.
- Process and track insurance for all projects.
- Create schedule of values for Pay Applications,
- Receive and Log Subcontractor Pay Requests
- Track and log all Warranty Requests
- Attend Pre-Construction and Construction Progress meetings as required
- LEED AP BD+C - Track and record Project Credits
- Assist Project Managers in daily activities.

### **Major Project Experience:**

- Involved in all projects

### **Education & Certificates:**

- Associates Degrees - Education and Undesignated
- LEED AP BD + C
- All Microsoft Software
- Primavera Training
- OSHA/HAZCOMM
- OSHA 10 & 30-Hour Safety Course for Construction
- GBCI (CE) Continuing Education
- AIA/CES Learning Units
- Paskr Management Software
- NM State Notary
- Clean Edison LLC Training
- Wal-Mart Superintendent and Project Manager Construction Training