

# KRISTINA M. HUMPHREY | Construction Management Professional

[kmhumphrey@gmail.com](mailto:kmhumphrey@gmail.com) | (805) 260-6869 | [www.kristinahumphrey.com](http://www.kristinahumphrey.com)

## **WORK EXPERIENCE**

**V-LINE SERVICES  
PLACE SERVICES, INC.  
Canton, GA**

**October 2022 – Present**

QC MANAGER / ASST. PROJECT MANAGER, Dayton, OH

Managing the Quality Control program and performing project management functions ranging from financial and contract management, safety, scheduling, and subcontractor buy-out. Currently appointed as the Quality Control Manager for two projects at the Department of Veterans Affairs Medical Center in Dayton, Ohio, including a laboratory renovation and renovation of exam rooms and patient waiting areas.

**Duties:** Procurement and selection of subcontractors and vendors; negotiations of subcontracts, change orders and modifications, including preparation of cost estimates; document control for correspondence, as-builts, RFIs, etc.; managing the Quality Control program to include coordinating all testing and inspection activities and monitoring progress. Lead and document meetings such as weekly stakeholder update, Preparatory and Initial inspections, subcontractor coordination and design review meetings. Acting liaison to the client and subcontractor personnel. Provide guidance and assistance to subcontractors to meet regulatory and contract requirements, particularly with those less familiar with federal contracting.

**UNKS CONSTRUCTION, INC.  
MIWOK CONSTRUCTION LLC  
Las Vegas, NV**

**June 2017 – October 2022**

PROJECT MANAGER / SCHEDULER / QC MANAGER / SSHO / ESTIMATOR

Managed the General Construction division of two small, disadvantaged business enterprises operating within the western United States. In addition to day-to-day project management of on-going projects (ranging \$300k-\$22M), facilitated the growth of operations and increase in revenue through estimating, contract negotiations and proposal preparation. Operated as the SME for federal contracting regulatory requirements and procedures. Provided direct oversight to Superintendents, Quality Control Managers and Site Safety and Health Officers on multiple projects, as well as training and developing personnel, many of whom were recent military re-entering the civilian workforce. Projects included healthcare renovations, site and central plant utilities, facility water renovations, upgrades to electrical and data infrastructure, new construction and electrical upgrades. Projects were located on military installations, secure facilities and hospitals.

**Duties:** Prepare construction estimates (with cost and technical proposals), as well as negotiating contracts and change orders. Prepare and manage project budgets and SOV for monthly progress billing. Prepare subcontracts and purchase orders. Prepare and provide document control for all correspondence, RFIs, meeting minutes, etc. Create and monitored Network Analysis Schedules and monthly schedule updates, manage the Three-Phase Quality Control program to include submittal preparation and control. Monitor and inspect installation progress against plans/specifications and design documents. Supported site safety efforts by performing safety inspections and preparatory safety meetings, review and creation of Activity Hazard Analyses and project specific safety plans. Manage close-out processes including user training, creation of Operations & Maintenance libraries and testing of completed systems and construction.

**SELF-EMPLOYED**

**January 2016 – June 2017**

CONSTRUCTION MANAGEMENT SERVICES

Providing guidance and assistance to small construction firms in the procurement and performance of federal contracts. Most firms are in the early stages of their Small Business Administration 8(a) program and require assistance in conforming to unfamiliar federal contracting processes and documentation. Examples of services provided include: writing and preparing technical proposals; creation of Activity Hazard Analyses and safety plans; creation of Quality Control Plan and individual training

on execution of the Three-Phase QC process; creation and implementation of SOPs to incorporate federal contracting requirements into existing work processes; creation and maintenance of project schedules to include training of NAS submittal preparations in accordance with UFGS requirements.

**POJOAQUE PUEBLO SERVICES**  
**Santa Fe, NM**

**November 2010 – January 2016**

**PROJECT MANAGER / SCHEDULER / QC MANAGER / SSHO, Vandenberg AFB, CA and Japan**

Provided day-to-day project management and oversight of Quality Control and Safety operations at multiple concurrent electrical repair and building renovation projects for the Missile Defense Agency at Vandenberg AFB, CA. Projects were contracted through the USACE under a \$20M IDIQ contract. Reviewed, prepared and monitored construction schedules for approximately 30 advanced metering infrastructure (AMI) installation projects running concurrently at Naval, Army and Marine Corps bases worldwide. Beginning in mid-2014, provided project management, forensic cost estimating and change order negotiation for AMI projects, including on-site project and contract management and supervision of concurrent installations at Naval bases in Japan. AMI projects included low- and medium-voltage electrical installation as well as upgrades to the existing OSP and ISP infrastructures.

**Duties:** Prepared construction estimates (with cost and technical proposals), as well as negotiating contracts and change orders. Prepared and managed project budgets and SOV for monthly progress billing. Prepared subcontracts and purchase orders. Prepared and provided document control for all correspondence, RFIs, meeting minutes, etc. Created and monitored Network Analysis Schedules and monthly schedule updates, managed the Three-Phase Quality Control program to include submittal preparation and control. Monitored and inspected installation progress against plans/specifications and design documents. Supported site safety efforts by performing safety inspections and preparatory safety meetings, review and creation of Activity Hazard Analyses and project specific safety plans. Managed close-out processes including user training, creation of Operations & Maintenance libraries and testing of completed systems and construction. While working in Japan, also served in the capacity of a translator and contractor liaison to Japanese facilities and users.

**STRAUB CONSTRUCTION, INC.**  
**Fallbrook, CA**

**January 2006 – November 2010**

**QUALITY CONTROL MANAGER, Twentynine Palms MCAGCC, CA**

Managed the QC program in the \$50M design/build construction contract of temporary facilities at approximately 15 locations to support the growth of forces throughout the Marine Corps base at 29 Palms. Contracted through the Dept of the Navy ROICC to deliver ground-up site preparation and utility renovation, including water, sewer, electrical and data/communications; construction and assembly of modular administrative buildings, vehicle maintenance sprung structures, turn-key armory and classified material storage vaults. Improvements to the electrical infrastructure were required, including construction of a new 35KV substation, renovation of an existing substation and construction and replacement of power poles. Project design was fast-tracked at the request of the government, which often required construction ahead of complete design submittals. Coordination with numerous users and their varying requirements demanded strong document control, as well as flexibility and adaptability.

**Duties:** Provided cradle-to-grave submittal preparation and control. Monitored schedule progress and prepared monthly schedule updates in P3. Monitored and inspected subcontractor progress against plans and specifications, as well as coordinating third-party testing. Supported site safety efforts by performing safety inspections and preparatory safety meetings. Assisted in storm water pollution prevention efforts by performing periodic, pre- and post-storm inspections.

**ASST QUALITY CONTROL MANAGER, Nellis AFB, NV**

Assisted the Interim Quality Control Manager in the close-out and completion of an \$11.5M new construction contract of a 21K sq ft aircraft maintenance hangar and administrative offices for the U.S. Army Corps of Engineers. Primary objective was to audit, organize, manage and finalize construction submittals, as previous mismanagement of the QC program resulted in documentation at approximately 25% complete, while construction was 70% complete. Contract requirements included extensive building commissioning and start-up, with particular attention to testing of the high-expansion foam fire suppression system.

**Duties:** Provided cradle-to-grave submittal preparation and control. Generate and track RFIs. Monitored Network Analysis Schedule in P3 and assisted in preparation of schedule updates. Assisted in buy-out, and material procurement. Assisted Project Executive in preparation and tracking of cost proposals and change orders in response to construction change

directives. Supported Superintendent in scheduling and monitoring subcontractor activities, as well as coordinating third-party testing and inspection requirements.

## QUALITY CONTROL MANAGER / PROJECT ENGINEER, Santa Maria, CA

Supported Project Manager and Superintendent on new construction of \$18M, 50K sq ft library for the City of Santa Maria from ground-breaking to beneficial occupancy. Coordinated construction with over 60 subcontractors and multiple client agencies.

**Duties:** Provided cradle-to-grave submittal preparation and control. Generate and track RFIs. Completed buy-out, material procurement and created purchase orders. Obtained all required permits. Assisted Project Manager in preparation and tracking of cost proposals and change orders in response to construction change directives. Supported Superintendent in scheduling and monitoring subcontractor activities, as well as coordinating third-party testing and inspection requirements. Supported site safety efforts by performing daily safety inspections and preconstruction safety meetings with subcontractors. Assisted in storm water pollution prevention efforts by performing periodic, pre- and post-storm inspections.

## QUALITY CONTROL MANAGER, Vandenberg AFB, CA

Completed the close-out of a building improvement project at Vandenberg AFB to meet new ATPF requirements. Multiple concurrent contractors at this high-profile, highly-secure site required strong coordination efforts.

**Duties:** Reviewed and prepared all submittals. Performed on-site inspection of construction activities to confirm compliance with contract documents, as well as compliance with safety regulations and practices. Completed daily quality control reports and 3-phase inspection process per USACE requirements using RMS. Coordinated construction and project completion with 20 subcontractors and sub-tier contractors. Performed daily safety inspections and safety hazard analysis in preparatory meetings.

## LEON CONSTRUCTION, INC. Nipomo, CA

July 2001 – December 2005

## PROJECT ADMINISTRATOR / BID COORDINATOR / ESTIMATING ASSISTANT

Assisted department managers of the Roofing, Waterproofing and Sheet Metal departments (also acting in the interim for the Electrical department) in day-to-day project management. Responsible for upwards of 25 concurrent projects with dollar values totaling more than \$10M on various multiple award contracts. Assisted Chief Estimator in supporting a federal contracting preconstruction staff, producing upwards of 300 cost and technical proposals annually for federal, state, county and public works contracts (ranging in value from \$10K to \$2M). Contract vehicle types include IDIQ, BOA, MACC, MATOC, RapTOR, POCA and other multiple-award contracts.

**Duties:** Maintained contracts management database to include contract award information, change orders/modifications, NTPs, RFIs, invoices. Responsible for bimonthly progress payment invoicing (utilizing forms and processes such as Schedule of Values, AF3064/3065, AIA G702/703, NAVFAC 7300). Generated purchase orders and assisted project managers in proposal preparation in response to RFQs. Preparation and control of submittals including safety and quality control plans, hazard analyses and product data. Submitted and reviewed in-house and subcontractor certified payroll and dailies. Pre-award duties included review and selection of projects for bidding. Cradle-to-grave price and technical proposal preparation for multiple award, indefinite quantity/indefinite delivery contracts, as well as low-bid competitive projects. Cost proposals included spreadsheets for IDIQ-type bid and CLIN schedules, labor burden breakdowns, CSI code cost breakdowns. Technical proposals included past performance, schedule narratives and work plans.

## RELEVANT SKILLS

EM 385-1-1 40-HR Certification • OSHA 30-Hr Certification • First Aid / CPR Certified • **NAVFAC and USACE CQC Certified since 2001** • Competent Person safety training in Excavations, HIIPP, Fall Protection, Lock-Out/Tag-Out • Expert in Microsoft Office Suite; Adobe Acrobat; • Proficient in Primavera Project Management (P6), Microsoft Project, QCS/RMS, Adobe Illustrator and Photoshop • Highly knowledgeable in FARs, VAARS, 8(a) and SDVOSB/M/W/Tribal-owned business enterprise source solicitation processes • Speaks conversational Japanese

# KRISTINA M. HUMPHREY | Construction Management Professional

[kmhumphrey@gmail.com](mailto:kmhumphrey@gmail.com) | (805) 260-6869 | [www.kristinahumphrey.com](http://www.kristinahumphrey.com)

## PROJECTS LIST

ROLE	YEAR	PROJECT TITLE	LOCATION	VALUE	TYPE
QC Manager	2006	B10577 HQ Exterior Repair	Vandenberg AFB, CA	\$2m	Renovation
Project Engineer /	2006	Santa Maria Public Library	Santa Maria, CA	\$18m	New Const
Asst. QC Manager	2008	Fuel Cell Aircraft Maintenance Complex	Nellis AFB, NV	\$11m	New Const
QC Manager	2009	P-710 Site Prep & Interim Facilities	Twentynine Palms, CA	\$50m	D/B, Multiple
Project Manager / Estimator / QC Manager / Scheduler	2010	MDA Electrical IDIQ ( <i>projects below</i> )	Vandenberg AFB, CA	up to \$20m	Multiple
	2010	<ul style="list-style-type: none"> <li>• B1768 Redundant Power</li> </ul>	Vandenberg AFB, CA	\$1m	Utilities
	2011	<ul style="list-style-type: none"> <li>• Remove &amp; Replace 12kV SWGR, Substation N</li> </ul>	Vandenberg AFB, CA	\$1.5m	Utilities
	2011	<ul style="list-style-type: none"> <li>• Substation Grounding</li> </ul>	Vandenberg AFB, CA	\$600k	Utilities
	2012	<ul style="list-style-type: none"> <li>• OH to UG Power at LF Sites</li> </ul>	Vandenberg AFB, CA	\$600k	Utilities
2012	<ul style="list-style-type: none"> <li>• B1768 HVAC</li> </ul>	Vandenberg AFB, CA	\$1m	Renovation	
Project Manager / Scheduler	2014	Advanced Metering Infrastructure	Japan	Multiple Awards	D/B, Utilities
Estimator / Project Manager / QC Manager / Superintendent	2017	NNSA Cable Install & Electrical Upgrades, Department of Energy	Las Vegas, NV	\$2.8m	Renovation
Project Manager	2017	Roof Repairs & Replacements, Sam Rayburn Mem. VA Center	Bonham, TX	\$1m	Renovation
Estimator / Project Manager / QC Manager / Superintendent	2017	Finish 3rd Floor, VA Southern Nevada HCS	Las Vegas, NV	\$300k	Renovation
Project Manager / QC Manager / Superintendent	2018	Repair OR Lights and Booms, VA West LA Healthcare System	Los Angeles, CA	\$1.7m	D/B, Renovation
Estimator / Project Manager / QC Manager / Superintendent	2018	Waterline Bypass & Improvements, VA Southern Nevada HCS	Las Vegas, NV	\$2m	Utilities

<b>ROLE</b>	<b>YEAR</b>	<b>PROJECT TITLE</b>	<b>LOCATION</b>	<b>VALUE</b>	<b>TYPE</b>
Estimator / Project Manager / QC Manager / Superintendent	2019	Replace Cooling Tower #5, VA Southern Nevada HCS	Las Vegas, NV	\$600k	Utilities
Project Manager / QC Manager	2019	New Admin Building, Military Installation Contracting Command	Fort Irwin, CA	\$2m	New Construction
Project Manager / QC Manager	2021	Electrical IDIQ	Edwards AFB, CA	up to \$45m	Utilities
QC Manager / Asst. Project Manager	2022-	Renovate Laboratory, Building 310, VA Medical Center Dayton	Dayton, OH	\$8.6m	Renovation
QC Manager / Asst. Project Manager	2022-	PACT Renovation, Building 340/341, VA Medical Center Dayton	Dayton, OH	\$8.4m	Renovation