



Belinda Doss

Project Administrator
Columbia, South Carolina



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SPECIALIZATION

Operations / Administration

EDUCATION

Midlands Technical College,
Secretarial Science

CONTACT DETAILS

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AREA OF EXPERTISE

As Project Administrator for LCK, I am responsible for a wide range of administrative functions to support the organization. I am responsible for preparation of AIA contracts, and for data base management for LCK and various projects. I serve as an asset in the support of the project management and executive leadership team, and coordinate billings and collections for the Company. I enjoy playing this vital role in the organization and find it rewarding to contribute to the teamwork that goes into managing LCK's construction and tenant upfit projects. I highly value efficiency and time management skills and aim to assist the LCK team in developing effective procedures to enhance our clients' experience throughout the process.

I have a strong attention to detail, which allows me to discover administrative challenges in the early stages of project development before they become larger issues. I also bring an optimistic attitude to work each day and love to share a sense of humor with my co-workers and others in our business community.

BUSINESS AND EDUCATIONAL BACKGROUND

I came to LCK in 2008 as an Executive Assistant with many years of experience in support services and executive administrative functions. My background in legal and commercial real estate transactions, as well as my administrative role for one of South Carolina's Fortune 500 companies, provides a solid foundation for the services that I strive to continuously deliver for LCK clients.

COMMUNITY INVOLVEMENT

I am an active member of Chapin Baptist Church. I sing in a Southern gospel band and enjoy leading and participating with senior citizens in a weekly sing-along.