

KATHLEEN HANAGAN

Contract Support Specialist



Education/Training

FDEP Qualified Stormwater Management Inspector
Intermediate MOT
FDOT Final Estimates 1 & 2
FDOT Asphalt Paving 1
FDOT VPN/Electronic Data Management System
FDOT Site Manager
FDOT Equal Opportunity Compliance system.
Microsoft Windows 7
Microsoft Office Suites
Oracle Prolog
J.D. Edwards Enterprise One and One World
Adobe Professional 8.1

Kathy joined Johnson Engineering in 2010. She has of diversified experience in office management and construction administration, including contract support for CEI projects in Lee, Collier, and Hendry Counties. Kathy specializes in construction documentation management including coordinating submittals, RFI's, estimates, meetings, contract changes, CPM schedule variance reviews, subcontractor documentation, letter composition, and EDMS attributing. Her additional experience includes more than 15 years in management for the automotive industry.

Experience

Contract Support Specialist, FDOT District One and Collier, Lee and Hendry Counties – Responsibilities include assisting the Senior Project Engineer and CEI Director/Project Administrator and coordinate with the Inspectors. Maintains the FDOT project filing system, scans and categorizing EDMS documents/photos, assists with monthly and final estimates, coordinates pre-construction, pre-paving, progress and DRB meetings. Prepares meeting minutes, transmittals, submittals, sample shipments, and maintains tracking logs. Obtains NPDES generic permit documents, certificates of sublets, material certifications from contractors. Processes supplemental agreements, work orders and project close-out documents. Records and tracks weekly timekeeping and overtime records. Monitors CTQP certifications for project team, schedules training as required.

- **SR 739 (Old US 41)** - Currently serving as Contract Support Specialist for nearly two miles of two to four lane widening. This FDOT construction project in North Fort Myers includes significant drainage, utility relocation and maintenance of traffic coordination.
- **FIN: 421116-1-52-01/SR 739 (Old US 41)** - Currently serving as Contract Support Specialist for nearly two miles of two to four lane widening. This FDOT construction project in North Fort Myers includes significant drainage, utility relocation and maintenance of traffic coordination.
- **FIN: 425210-1-52-01/SR29/I-75 Interchange Resurfacing, Collier County (0.878 miles)** - Served as Contract Support Specialist for a \$1 million FDOT milling and resurfacing project at the SR29/I-75 interchange (0.878 miles), completed in January 2013.
- **FIN: 425212-1-52-01/SR29 Resurfacing, Collier County (8 miles)** - Served as Contract Support Specialist for a \$3.4 million milling and resurfacing project for FDOT, completed in October 2012.
- **FIN: 425884-1-58-01/CR78, Hendry County** - Served as Contract Support Specialist for \$1.9 million resurfacing and shoulder additional project that included drainage, new box culverts and utility relocation.
- **Colonial Blvd. Widening, Lee County** - Served as Contract Support Specialist for this \$16.8 million road widening project that included drainage, lighting, signalization, lighting, bridge widening and utility relocation.
- **FIN: 426743-2-52-01/CR832 (Keri Rd), Hendry County (12 miles)** - Served as Contract Support Specialist for a \$2.2 million FDOT design build milling & resurfacing project in Hendry County, completed in June 2011.
- **FIN: 426743-1-52-01/CR832 (Keri Rd), Hendry County (9 miles)** - Served as Contract Support Specialist for a \$1.3 million FDOT design build milling & resurfacing project in Hendry County, completed in September 2010.

Prior Experience

- **FIN: 408440-1-52-01/Cocohatchee Bridge Replacement, Collier County** - Was the Resident Compliance Officer/Document Control Specialist for a \$3.7 million-dollar FDOT bridge replacement project. Supported the Senior Project Engineer, Project Administrator, Contract Support Specialist and Inspectors. Responsible for the control of all incoming and outgoing documents, oversight and verification of the contractor's EEO/DBE/OJT documentation to confirm compliance with State requirements. Subcontractor payroll audits, bulletin board verification, NPDES certification and EEO officer tracking. Provided data input, electronic document

control, filing and organization of all contract documents.