



Lindsay Kittell

Administrator

3 Years at TCE

Education

B.A. Multi-Media and Graphic Design with a Professional Studies Concentration, '01
Champlain College

Professional Affiliations

Society for Marketing Professional Services

Work History

ReArch Company
South Burlington, VT 2007-2013
DEW Construction
Williston, VT 2005-2007
Bread Loaf Corp.
Middlebury, VT 2001-2005
April Cornell
Williston, VT 2000-2001

Volunteer Work

Special Olympics Penguin Plunge
United Way Campaign Key Person

Lindsay Kittell is an Administrator who has worked in the Construction industry since 2001. Her role in the TCE office includes accounting and marketing. She works with Project Managers as well as clients on proposals, contracts and invoices for projects.

Lindsay lives in Starksboro Vermont with her family. She stays busy with her sons's sports schedule. Her hobbies including gardening, interior design, kayaking and baking.

With over 16 years in the Architectural, Engineering and Construction industry she has worked on all aspects of project administration and is better able to understand the entire process from start to finish. Her attention to detail and multitasking abilities assist TCE in keeping the processes in the office running smoothly. Lindsay is willing to take on new challenges and assist Project Managers whenever possible. She is a bright and welcoming presence to all who enter TCE's office.

Key Skills

- Invoicing
- Contract Administration
- Website Management
- Proposal Administration
- Project Start Up
- Marketing Assistance
- Client & Media Communications
- Business Development
- Database Management & Quality Control