



# Belinda Doss, CIT

Project Administrator  
Columbia, South Carolina



[bdoss@lckcs.com](mailto:bdoss@lckcs.com)

## SPECIALIZATION

Operations / Administration

## EDUCATION

Midlands Technical College,  
Secretarial Science

## AFFILIATIONS OR MEMBERSHIPS

NAWIC - National Association  
of Women in Construction

## CONTACT DETAILS

DIR +1 803 401 4219  
FAX +1 803 252 0577

1301 Gervais Street  
Suite 601  
PO Box 11129 (29211)  
Columbia, SC 29201

[www.lckcs.com](http://www.lckcs.com)

## AREA OF EXPERTISE

As Project Administrator for LCK, I am responsible for a wide range of administrative functions that support the organization, including the preparation of AIA contracts and database management for LCK's various projects. I serve as an asset in the support of the project management, executive leadership and marketing teams as well as coordinate billings and collections for the company. I enjoy filling 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 it is my goal to develop effective procedures for the LCK team that enhance our clients' experience throughout the process.

I have a strong attention to detail, which enables me to discover administrative challenges in the early stages of project development before they become larger issues. I bring an optimistic attitude to work each day and love to share a sense of humor with my co-workers, clients 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 provides a solid foundation for the excellent service that I strive to continuously deliver for the LCK team and clients.

## PROFESSIONAL ACCOMPLISHMENTS

In Fall 2019, I obtained the Construction Industry Technician (CIT) certification through the National Association of Women in Construction (NAWIC) Foundation. The certification is recognized by the American Council for Construction Education (ACE) and acknowledges the accomplishment of attaining a higher professional level in the construction industry.

## COMMUNITY INVOLVEMENT

I am a member of Chapin Baptist Church and enjoy singing southern gospel music. I am passionate about serving the senior adults in our community.

I am a member of the Board of Directors for the local chapter of the National Association of Women in Construction (NAWIC) and serve as chair of the attendance/welcome and NEF committees. I am also a member of the professional development and education, finance, and scholarship committees of the organization.