

# **Shoshanah Belzer**

# **Project Coordinator, Project Management**

## **Professional Experience**

Shoshanah is responsible for supporting the Project Management team on all aspects and through all phases of a project. This ranges from initial assessment and planning to full service design and construction oversight. She works closely with the team to ensure total quality management throughout the project life cycle with responsibilities including: space programming development; budget and schedule development; ensuring coordination of client and vendor requirements; coordinating contractor procurement; administration of tenant improvement invoicing; and assisting project close-out and client move activities.

### Clients

- Air Force Association
- American Society of Nephrology
- Infectious Diseases Society of America
- Democratic Attorneys General Association
- Campaign for Tobacco-Free Kids
- BlockOne
- Enviva
- KBR

- Polaris
- Rubino & Company
- National Democratic Institute
- National Association of Manufacturers
- Datawatch
- Global Strategy Group
- Media Matters
- TIME

#### Education

Shoshanah received her Bachelor of Science degree in Interior Design from Drexel University.

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