



Cheryl Dorman
Executive Assistant
Project Coordinator

Experience

Cheryl's administrative expertise and energy exemplify inici's commitment to unsurpassed service. She has over 20 years of experience in office management in various business fields - from the capital construction industry to the legal industry. She is an integral part in inici's success for the completion of the OHSU KPV project as the project administrative assistant. She also has experience working with governmental agencies over the last 10 years.

Cheryl is the Records Management champion. She has been the lead in setting up company procedures in document management. She has helped the projects on every level, from setting up project records and assisting with client's charity events to providing community relations and communications support. Her number one strengths are organization and efficiency, and Cheryl's attention to detail is a skill that is essential for the duration of any project.

Previous experience includes three years managing the construction field office for TriMet's Ruby Junction expansion. This position exposed Cheryl to the many important aspects of documentation on a public project.

* **Leadership** * **Management** * **Sustainability**

karl schulz management

Achievements

Records Management Champion

Member, ARMA - The Authority on Managing Records and Information, a not-for-profit association and the leader in education and training for records and information management professionals

ARMA Oregon Chapter Board (Elected position)
2007 - 2009 Vice President Facilities
2009 - Present President

TriMet Certification in Basic Management

Current & Recent Projects

Adventist Medical Center Pavilion Expansion & Parking Garage
Portland, Oregon
\$105 million, 198,000 square feet, 430-car parking garage

Peter O. Kohler Pavilion, OHSU
Portland, Oregon
\$216 million, 450,000 square feet

Peter O. Kohler Pavilion, 7th Floor Terrace, OHSU
Portland, Oregon
Coordination of artwork with artists, \$2 million

Interstate MAX Yellow Line, TriMet
Portland, Oregon
\$350 million, 5.8 miles of city's light rail system