



BRITTANY N. CREWS



Ms. Crews is a Data Analyst with Long International and provides data input, proofing, and analysis as well as office administration and project accounting to the project teams and management group. Her support role includes assisting in the assessment of construction claims, entitlement analyses, damages calculations, and schedule delay analyses. She also provides project support associated with detailed analyses of contemporaneous correspondence and project documentation to identify and evaluate major engineering and construction problems in support of expert witness reports regarding analyses of schedule delay, time extension requests, acceleration, disputed change orders, and quantification of damages on large construction projects. Ms. Crews also assists in the preparation and finalization of hard copy and electronic expert reports.

EDUCATION

Accounting Specialist Technical Certificate, Seminole State College, 2019
Coursework in Accounting Procedures, QuickBooks, Business Communications, and Document Processing, Seminole State College, 2018–2019
Medical Billing & Coding Certificate, University of Tennessee, January 2016

PROFESSIONAL CERTIFICATIONS

Certified Professional Coder – Apprentice (AAPC), October 2016

TECHNICAL EXPERIENCE

Representative technical experience includes:

- Spreadsheet input/data entry; proficient with Microsoft Excel.
- Data entry of transactions into accounting systems for reconciliation purposes; discrepancy identification.
- Proofreading documents for spelling, grammar, and punctuation; proficient with Microsoft Word.
- Document organization and filing; general office/clerical duties.
- Proficiency in QuickBooks.
- Claims support services and claims avoidance training.
- Introductory knowledge of CPM analysis, disruption analysis, and contract entitlement.
- Data document extraction and data acquired from blasting documentation.
- Evaluation of true project costs vs. owner's costs.



PROJECT EXPERIENCE

Ms. Crews has reviewed project documentation, compiled, entered, and performed QA/QC on accuracy of data, and assisted project teams with final reviews of expert reports. Representative projects include the following:

- Gas Processing Facility and Pipelines, Louisiana – On behalf of a main contractor, provided claims support services to defend against a subcontractor’s claims and assisted the project team with the following tasks:
 - Developed a defense position paper involving CPM analysis, disruption analysis, and contract entitlement to rebut the subcontractor’s expert report.
 - Assisted in claims avoidance training and lessons learned reviews for the main contractor’s construction team.
 - Collected and reconciled consulting invoices submitted to the client. Consolidated and confirmed in accounting software that all invoices were captured for inclusion.
 - Formulated an Excel spreadsheet detailing expert witness’ billed hours, fees, and expenses by invoice number/month to include in an overall summary file to be used during trial.
- Hydroelectric Power Plant, Quebec, Canada – On behalf of an owner, provided support services and assisted the project team with the following tasks:
 - Performed document data extraction and entered data acquired from blasting documentation into a spreadsheet. Further added the data from the spacing “espacement” off the plans into additional tracking columns.
 - Conducted QA/QC accuracy of data entered into the spreadsheet and converted deposition and interrogatory PDF files into Microsoft Word files for translation purposes in preparation of an expert report.
- Iron Ore Mining Project, Quebec, Canada – On behalf of an EPCM contractor, provided support services to the project team by supporting the following tasks:
 - Evaluated the true project costs vs. owner’s costs and reviewed costs allegedly incurred as a result of a delayed start-up.
 - Reviewed the final draft of the expert report footnotes and corresponding text for accuracy and performed edits.

PROFESSIONAL EXPERIENCE

Long International, Inc.

Orlando, Florida Area (June 2017 to Present)

As a Data Analyst with Long International, Ms. Crews provides construction claims management and dispute resolution support services to project teams. She performs support services that include data entry, comparison, analysis, and quality control. She also provides support to Long International’s project teams pertaining to detailed schedule analyses, damages analyses, and claims preparation. She assists in the preparation and finalization of hard copy and electronic expert reports. In addition to her Data Analyst role, she is involved with operational tasks for Long International, including but not limited to: invoicing, accounting, insurance matters, tax support, human resources, information technology, and business development.