



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.