



R. ALICE NUTTER



Ms. Nutter is a Senior Data Analyst with Long International and has over 45 years of database management, data input, proofing and analysis, as well as experience in office management, marketing, and training. She is experienced in the input, evaluation, and maintenance of document databases to support the assessment of construction claims, entitlement analyses, damages calculations, and schedule delay analyses. She has prepared 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.

EDUCATION

Course work in Business Management and Supervision, California State University, 1975–1977

Course work in Business Management and Supervision, UCLA, Los Angeles, CA, 1974–1975

Degree program in Consumer Education and Family Living, University of Northern Colorado, 1971–1973

TECHNICAL EXPERIENCE

Representative U.S. and international technical experience includes:

- Development of computerized database management systems for arbitration and litigation support.
- Spreadsheet development.

PROJECT EXPERIENCE

Ms. Nutter has served as a Senior Data Analyst on claims ranging in size from \$10 million to \$200 million. She has performed data entry and proofread to ensure accuracy and quality. She has reviewed project documentation and assisted in preparation of expert reports both in the U.S. and internationally. Representative projects include the following:

- Compiled information from cost distribution checks for Contractor/Sub-Supplier Component Claims. Assisted in Final Report, Appendices, Attachments and Exhibits preparation for report on a \$450 billion Euro nuclear power plant in Europe.
- Reviewed formatting and edited excerpt/quoted material for Schedule Delay Analysis Expert Report and Appendices. Updated exhibit index with additional information. Assisted in the preparation of a Power Point slide presentation for trial testimony.
- Reviewed letters, emails and pertinent documents, and coded relevant information into Long International database. Assisted in the development of cause/effect diagrams for EPC cost evaluation.
- Assisted in combining revised sections and subsections for final expert report preparation, and incorporated final edits and comments.
- Verified quoted excerpts in referenced footnotes, compiled List of Exhibits, and final preparation of Rebuttal Report.



- Reviewed and entered detail of invoice costs and developed spreadsheets for oil drilling platforms in the Gulf of Mexico. Reviewed documents provided by counsel and entered descriptions into index. Prepared table showing claim detail and reconciled claim amounts.
- Entered data from Contractor/Sub-contractor Work Activity Logs, purchase orders and blasting reports into spreadsheets. Verified footnote references in Rebuttal Report with the Exhibit documents. Compiled reference documents, assigned Exhibit numbers, and created List of Exhibits and List of Attachments for Expert and Reply Reports.
- Verified footnotes and reference documents, and created List of Exhibits for draft expert report.
- Assisted in the coordination and compilation of the Executive Summary, Detailed Analysis of Construction Work Packages, and Design Documents reviewed on a major LNG project in Australia. Assisted in preparation of the final Word documents and assembly of the PDF file for the Expert Report to be submitted to the Supreme Court of Queensland, Australia.
- Verified footnote references, assigned exhibit numbers to reference documents and other report preparation tasks, and prepared final Exhibit List. Proofread and edited Scott Schedule as attachment to Expert Report, as well as coordinated the Exhibit documents for Final Report and Scott Schedule.
- Converted PDF files of Impact Tables to Excel spreadsheets for review by Long International Project Team. Performed data entry of man-hour information into spreadsheet.
- Verified footnote references, assigned exhibit numbers and created List of Exhibits for Preliminary Expert Report.
- Assisted in proofreading and finalizing the Expert Report for LNG Technical and Industry Matters Arbitration.
- Entered information from organizational charts and invoices into spreadsheets. Compared change orders and worksheets to Office Transportation Provisional sums spreadsheet and costs invoices to details in provisional sums invoices spreadsheet. Assisted in report preparation of two expert reports and incorporated edits/comments from counsel.
- Proofread, edited, checked formats and verified footnote reference documents, maintained overall quality control, and compiled reference documents for more than 40 Cost Narratives, the draft Cost Expert Report, and the Risk Analysis Expert Report.
- Database development and witness statement support on an international arbitration project involving a contractor's \$137 million claim on a gas plant expansion project in Saudi Arabia.
- Assisted in preparation and completion of the expert report for a \$250+ million insurance claim resulting from delays to the construction of an oil sands mine facility and upgrader unit in Canada.
- Validated and analyzed man-hour data and costs, and assisted in expert report preparation regarding an industrial project in Canada.
- Verified cost, man-hour and schedule data for a cost overrun claim involving an offshore oil production facility in the U.S. Gulf of Mexico.
- Prepared database of structural drawings, issue dates and revisions, and assisted in assembly of the expert reports for a \$150 million claim involving delays, disruptions and change orders during the construction of two Polyethylene Terephthalate (PET) plants in Argentina and the Netherlands.
- Compiled P&ID/PFD drawing list from CAD drawing files and proofed changes to diagrams of plant layout schematics for a magnesium oxide plant in Jordan as part of an expert report.
- Searched online database for issue analysis involving a delay and disruption claim on a power plant project in Louisiana.



- Prepared schedule, RFI, and field change order database involving a delay and disruption claim on a power plant project in Texas.
- Assisted in the preparation of summary timeline graphics from station, depot and track information on a schedule delay project involving the London Underground.

PROFESSIONAL EXPERIENCE

Long International, Inc.

Denver, Colorado Area (2001 to Present)

As a Senior Data Analyst with Long International, Ms. Nutter provides claims management and dispute resolution services to the construction industry. She is skilled in data entry, comparison, analysis, quality control and maintenance of comprehensive document databases. She provides support for detailed schedule analyses, damages analyses, and claims preparation. She assists in the preparation and finalization of expert reports of both hard and electronic copies.

Zoe Training & Consulting Resources, Inc.

Boulder, Colorado (1998 to 2003)

As an Account Representative, Ms. Nutter managed and maintained sales accounts for over 100 clients placing trainers and keynote speakers in multiple venues. She also assisted in creating and coordinating sales/marketing brochures for the company.

Satellite Press, Inc.

Denver, Colorado (1997 to 1998)

As the Wholesale Coordinator, Ms. Nutter was responsible for updating and maintaining the client database for shipping magazines and books nationally and internationally on a monthly basis. She was also responsible for maintaining good client relations, as well as attracting new clients by participating in trade shows to promote the company's products.

Strategic Programs, Inc. / The LISTen Organization

Denver, Colorado (1993 to 1997)

As the Education and Project Coordinator, it was Ms. Nutter's responsibility to coordinate workshops, planning, scheduling, compiling information, report generation and delivery of client projects. She was also responsible for processing orders, video shipment and invoicing.

MacTemps, Inc.

Englewood, Colorado (1989 to 1992)

As the Employee Placement Coordinator and Bookkeeper, Ms. Nutter developed and wrote job procedures, placed employees in temporary job assignments, made sales calls, and performed bookkeeping and payroll functions.



Denver Fabrics

Denver, Colorado (1988 to 1989)

As Customer Service Representative and Macintosh Administrator, Ms. Nutter was responsible for all customer service functions for the fabric store, developed and maintained a schedule for all classes, and provided administrative support for the store owner and others.

Prudential Insurance Company

Denver, Colorado (1986 to 1988)

As Word Processing Specialist, Ms. Nutter developed and maintained databases for the insurance marketing and administrative departments, as well as wrote work procedures and descriptions.

Colorado Business Technology Institute (CBTI)

Aurora, Colorado (1981 to 1985)

As Executive Training Director, it was Ms. Nutter's responsibility to design and implement a Colorado state-approved word processing training school, including developing advertising and promotional literature, hiring and coordination of instructors, and developing and presenting training programs on managing and developing Word Processing facilities within companies.

Mosley, Wells & Spence

Denver, Colorado (1980 to 1981)

Ms. Nutter worked as a Legal Assistant and Word Processing Supervisor.

NBI, Inc.

Los Angeles, California (1978 to 1979)

Ms. Nutter's duties as Marketing Support Representative included coordination of and training individuals on the NBI word processing systems, as well as assist the Marketing Department in sales demonstrations in the office and at trade shows.

Tosco Corporation

Los Angeles, California (1973 to 1979)

As Office Information System Supervisor, Ms. Nutter was responsible for developing, staffing, coordinating and supervising the company's Word Processing Service Bureau in the headquarters office in Los Angeles.