

## Jeanette M. Snyder

### OFFICE MANAGER

#### BACKGROUND

A graduate of George Mason University, Jeanette serves as office manager, overseeing the firm's human resources, accounts payable, and accounts receivable departments. She is also the Contract Compliance Officer, who ensures contractors and client localities maintain compliance with federal labor standards when administering payroll and other employment paperwork for federally funded construction projects.

#### PROJECT EXPERIENCE

##### Labor Compliance Officer / Various CDBG and TEA-21-Funded Projects

Works closely with localities and project contractors to ensure payroll and other employment paperwork for federally funded construction projects is in compliance with federal labor standards such as Davis-Bacon and related acts.

Provided labor compliance for the following clients:

- Town of Abingdon
- Town of Big Stone Gap
- Town of Blacksburg
- City of Franklin
- City of Galax
- County of Isle of Wight
- City of Martinsville
- Town of Pulaski
- City of Richmond
- Town of Stuart
- Town of West Point

#### EDUCATION

Bachelor of Arts in English, George Mason University, 1996