



Education

- BS, Early Childhood Education, Child Development and Family Studies, California State University, Long Beach, 1991

Jayme Fairfield Director of Marketing and Project Administration

Jayme Fairfield brings 33 years of extensive experience in project administration and document control within the A/E/C industry, specializing in transportation, infrastructure, and slope stabilization projects. Her expertise includes organizing, archiving, and managing project documentation, as well as preparing progress reports, moderating working group meetings, and meeting agendas and minutes to ensure seamless communication and project tracking.

Jayme is adept at coordinating with subconsultants, maintaining quality databases, and utilizing secure file-sharing platforms like SharePoint to enhance team collaboration and efficiency. Her attention to detail ensures all documents align with client expectations, branding standards, and project requirements. Jayme has successfully supported complex projects, including serving as Documentation Specialist for the City of Rancho Palos Verdes' Landslide Program, where she organized and managed all project communications and documentation, supported city staff with reports, and led FEMA grant applications preparation. Additionally, her work on LA Metro's Purple Line Extension involved coordinating multi-firm teams, managing document quality control, and synthesizing technical information into cohesive proposals and presentations. With strong skills in Microsoft Office, Adobe Creative Cloud, and cloud-based platforms, Jayme ensures accurate, organized, and professional project documentation.

Most of Jayme's experience is in the transportation market, from small municipal task orders to multi-billion-dollar design-build projects; however, she has worked on projects in the water, energy, land development, and aviation markets. Jayme collaborates with technical staff to communicate a message and write accurate documents—developing creative ways to make sure the reader understands the designs, services, budgets, and schedules. She also manages, develops, and edits project reports, manuals, and proposals; multimedia presentations; and other electronic efforts. She coordinates with subconsultants, from a small handful to dozens on one project. She also maintains and manages databases for quality and accuracy.

- Writes to effectively and clearly communicate a message or thought, as well as incorporate messaging throughout a document
- Develops and designs graphics, such as organization charts, matrices, flow charts, issues maps, and covers and tabs
- Trains and mentors staff on proposal/document process and topics related to quality and efficiency

Jayme always makes sure that project documents meet client expectations and brand identity, as well as writes articles and announcements for internal and external communications. Her software skills encompass Adobe CC, including InDesign, Photoshop, Acrobat Pro, Illustrator, and Premier Pro; Microsoft Office, including Word,



Jayne Fairfield *(continued)*
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Excel, PowerPoint, Access, and Outlook; and Deltek. She also works in SharePoint and other secure file-sharing environments to help with team collaboration and efficiency.

Project Experience

City of Rancho Palos Verdes, Landslide Program Manager, Rancho Palos Verdes, California. Documentation Specialist responsible for organizing and archiving all project documents and communications; developing meeting agendas, hosting meetings, and preparing and distributing minutes; preparing and distributing progress reports; document editing; and providing support to city staff to develop staff reports and presentations for City staff to present to City Council.

City of Rancho Palos Verdes, On-Call Program Manager, Rancho Palos Verdes, California. Documentation Specialist responsible for organizing and archiving all project documents and communications; developing meeting agendas, hosting meetings, and preparing and distributing minutes; preparing and distributing progress reports; document editing; providing support to city staff to develop staff reports and presentations for City staff to present to City Council. For 15 months, Jayme led/moderated a weekly working group meeting with the City, all utilities, California Office of Emergency Services, Los Angeles County Office of Emergency Management, other Los Angeles County agencies, two landslide abatement districts, homeowners associations, and the public. As the City's on-call PM/CM consultant, the HCS team has performed more than a dozen task order assignments, from technical reviews and overseeing construction projects. Jayme also led efforts to prepare FEMA grant applications to fund a drainage upgrade project and a major landslide remediation project. The two FEMA funded grants are \$2 million and \$23.3 million.

LA Metro, Purple Line Extension, Los Angeles County, California. Proposal Manager on the successful Purple Line 1 PM/CM for a tri-venture team where Jayme was responsible for leading the proposal effort, working with the three prime firms and more than 20 subconsultant firms. For the successful Purple Line 2, 3 Stations, and 3 Tunnels design-build efforts, Jayme led the efforts for the contractor, lead designer, and more than 15 subconsultants firms. For all four efforts, she orchestrated strategy development; brought the ideas of many technical specialists into a cohesive approach; coordinated with construction and engineering leaders, graphic designers, and specialty firms to gather the needed information and forms; edited the documents; led quality control; and prepared the teams' presentations to LA Metro's evaluation committees.