

Barbara Gray
Office Administrator



Education

Professional Skills

Barbara Gray began working in the architectural industry in 1985 and has over 20 years of administrative experience. She is an important part of the firm that enables it to function at its best. Barbara is responsible for all the incoming and outgoing communication with the firm, as well as coordinating the company's contacts and calendar databases. Barbara works across all departments, administration, marketing, and project oriented work, supporting individuals and projects to ensure efficient communication occurs at all levels.

Allendale-Fairfax High School

Proficient in the following software programs:

Explorer
Excel
Microsoft Word