



**YANA KOBZEVA**  
**CONSTRUCTION MANAGEMENT ASSISTANT**

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Ms. Kobzeva provides administrative and accounting support to the construction management team at Trammell Crow Company for all development projects and pursuits. She assists a team of eight construction management professionals with contract preparation, correspondence, periodic reporting and event planning.

Ms. Kobzeva maintains project management files for over 2.7 million square feet totaling \$922 million in value. She is responsible for administering the department record keeping system, ensuring that department/business unit files are maintained in accordance with company policies and procedures, and reviewing requests for information with the marketing team.

Ms. Kobzeva is proficient in Microsoft Excel, Outlook, Word, PowerPoint, QuickBooks, InDesign and Project.

**PROFESSIONAL EXPERIENCE**

Trammell Crow Company – Washington, DC  
Construction Management Assistant

First Choice Insurance – Alexandria, VA  
Customer Service Representative

**EDUCATION & CREDENTIALS**

Northern Virginia Community College  
Fluent in Russian  
Notary Public, District of Columbia