



Gwen Puglisi

Consultant

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Gwen Puglisi has more than 12 years of experience working as a Construction Paralegal and three years as a Construction Consultant. She provides consulting services to construction contractors in large commercial and government projects – litigation, arbitration, and claims disputes. Gwen is highly qualified at performing review and analysis of construction documents, claim, court and regulatory documents, deposition transcripts, witness statements and interviews, pleadings, statements of claims, complaints, and court and regulatory hearing transcripts.

Selected Project Experience

- ▶ Performed review and analysis of construction documents (progress reports, labor rates & reports, cost data and reports, invoices, PODs, change orders, PCOs, meeting minutes, schedules, correspondence, inventory and equipment lists, materials lists, daily and weekly reports, contracts, regulatory, plans and drawings, performance reports, estimates, proposals, payment applications, monthly progress reports).
- ▶ Reviewed claim, court, and regulatory documents – deposition transcripts, witness statements and interviews, pleadings, statements of claims, complaints, court and regulatory hearings transcripts.
- ▶ Researched and located relevant construction reference materials.
- ▶ Prepared PowerPoint presentations for use in mediation, arbitration, and trial.
- ▶ Provided support on reports and evaluations related to delay, damages, schedules, and commercial damages projects.
- ▶ Extracted data from all types of construction related documents PODs, invoices, and progress reports to develop graphics and timelines for analysis.
- ▶ Converted PDFs and other document types for use in Excel.
- ▶ Prepared, revised, and finalized expert reports, analysis and evaluations.
- ▶ Reviewed, assisted, and supported in preparing analysis on a variety of projects
- ▶ Organized, inventoried, and managed large databases on a variety of expert projects.



EDUCATION

- **Penn State University**
Paralegal Certification
- **University of New Hampshire**
B.A., Political Science

SOFTWARE/TECHNOLOGY PROFICIENCIES

- Adobe Acrobat DC, Microsoft Office 365
- Microsoft Suite (Word, PowerPoint, Outlook, Access, One Note), ShareFile, DropBox,
- Webex, Zoom, Lexis-Nexis, Timemap

CERTIFICATION

- Paralegal