

Caretakers Spotlight introduces you to Colleen Sullivan, Administrative Associate working in Finance and Administration at the LBRE Porter building. Colleen started working at Stanford in January of 2013 and has been in the same position since then. She has a BM in Music Education and before Stanford was working in the high tech mobile industry for about 3.5 years. She was attracted to working at Stanford because of her degree in Education. Colleen says this is the perfect job and she loves it.



Growing up with a general contractor dad, she was always around construction sites as a kid. One of the most enjoyable parts of her job is being part of the Seismic Advisory Committee and attending those meetings. The team looks at all the different buildings on campus and documents how they were built, their age and location on campus. These facts are valuable for earthquake response planning. If you know construction details, you have a good start for recovery after a quake. There is so much that goes into this process, literally down to the nuts and bolts.

A typical workday consists of supplying copy and break rooms to start the day. Checking emails, working on seismic projects, filing, and coordinating Project Manager's timesheets takes up a good part of her day. Taking paper files to a digital platform takes up a big part of her week. She also serves on the department social committee and plans events to honor staff and their accomplishments. Colleen manages the LBRE vehicle and bike schedules at Porter, as well as room schedules. Putting up the room schedules for the next day is the finishing touch since that is the last thing she does before going home each day.

Favorite story - the 1996 Ford Taurus Wagon (aka: the boat) died on Campus Drive while Colleen was in the car. Angel Martin from BGM Fleet Garage was on site with the tow truck soon after and together they discovered that part of the engine had just fallen off! Car #99 is now officially dead. That is a Stanford moment she will never forget!

Colleen is very happy with her career path. Her mom had helped her get her first job in college and combined with all the knowledge in residential construction she absorbed, tagging along with her dad growing up, it really helps her love and appreciate her job more. "I work at a place that built a building that became a Lego set, I'm talking about the new McMurtry building. You can't buy it and they only made one, but how cool is that?"



Outside of work, Colleen likes to bake, spend time with her family, and enjoys deep long nights of sleep. She creates fun arts and crafts whenever she can. Her grandmother had an arts and crafts store. She sold the store but kept the entire inventory. Colleen said, "I basically grew up in a Michael's Arts and Crafts store at grandma's house." Colleen is single, no pets and really enjoys spending time with her grandma. She remembers that grandma once said, "Having air conditioning is a grandchild magnet because everyone comes over now."